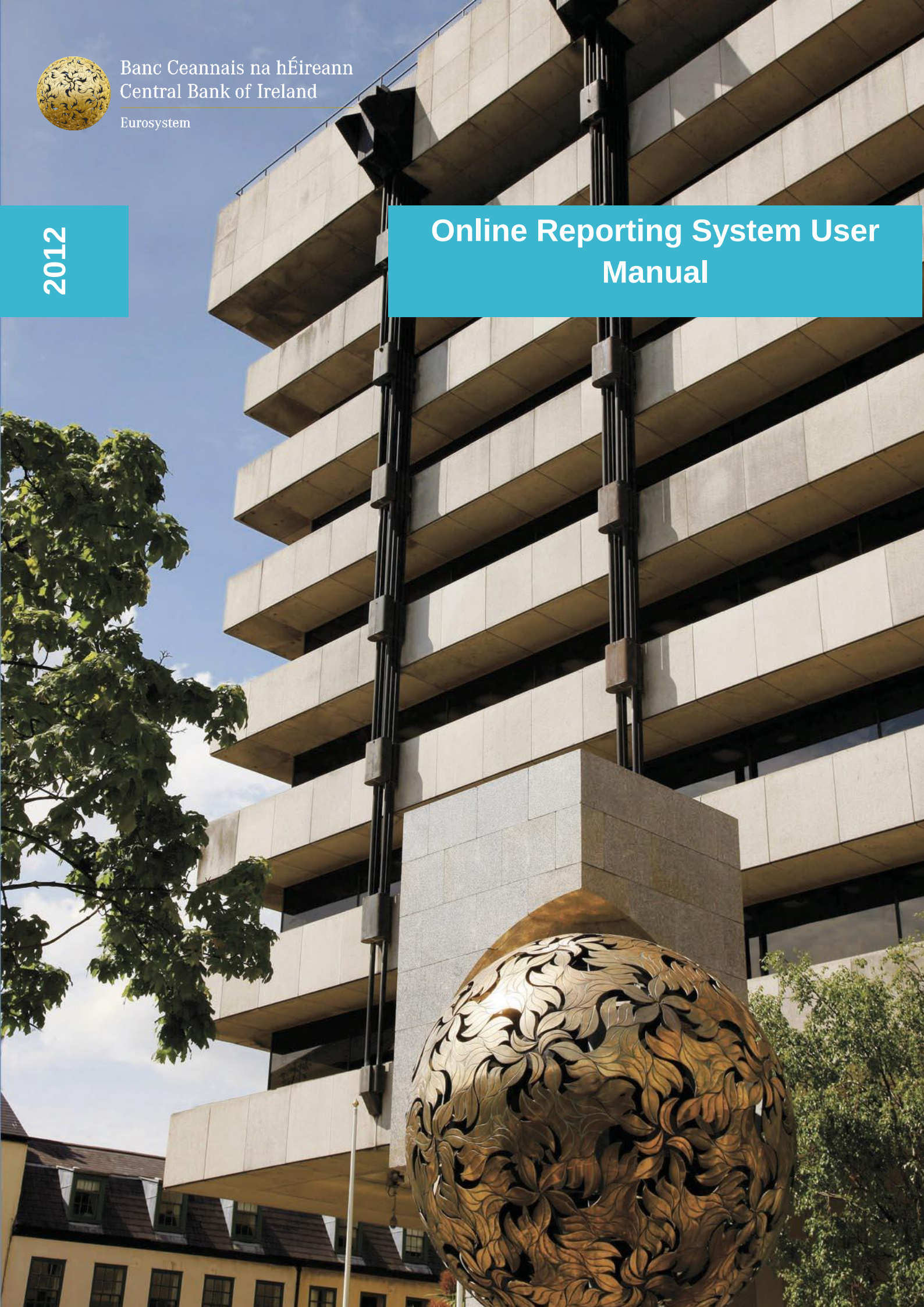

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

2012

Online Reporting System User Manual

Disclaimer

The guidance in this document is correct as at the date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: www.centralbank.ie

This manual does not cover the content of individual returns. Users should continue to refer to the published division specific materials for return completion guidance.

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1. Introduction

1.1 Purpose of this User Manual

This User Manual provides instructional support and guidance to Authorised Firm Personnel who use the Online Reporting System (*hereinafter* the ONR or the System) to submit or view their Regulatory Returns.

The manual focuses on access, navigation, use and management of the system.

This manual does not cover the content of individual returns or the definitions of fields within returns. Users should continue to refer to the published Guidance for completing specific returns.

1.2 User Support

All Business and System related Online Reporting queries and requests should be submitted to the Central Bank using the Instructions available in section 5 of this User Manual.

1.3 Online Reporting System- New Features

Self-Service Password Reset, Section **4.4** there is no need to contact the Central Bank; a user can reset their own password. It is a quicker and more convenient method of doing so.

Submit Queries and My Requests, Section **5.1** this new function allows firms to submit questions to the Central Bank via an online query form. The form is easily accessible on the Home Page of the Online Reporting System.

Returns Reminders and Acknowledgements, Section **6.1** allows firms to set reminders for the firm as well as for each individual return type.

2. The Online Reporting System

2.1 About the System

The Online Reporting System is a web-based application through which authorised firms are required to submit their Regulatory Returns.

2.1.2 Minimum System Requirements

The Online Reporting System may be accessed using the following Internet browsers:

- Internet Explorer v6.0 (or later)
- Mozilla Firefox v2.0 (or later)
- Apple Safari

The Online Reporting System allows returns to be exported to spreadsheet applications.

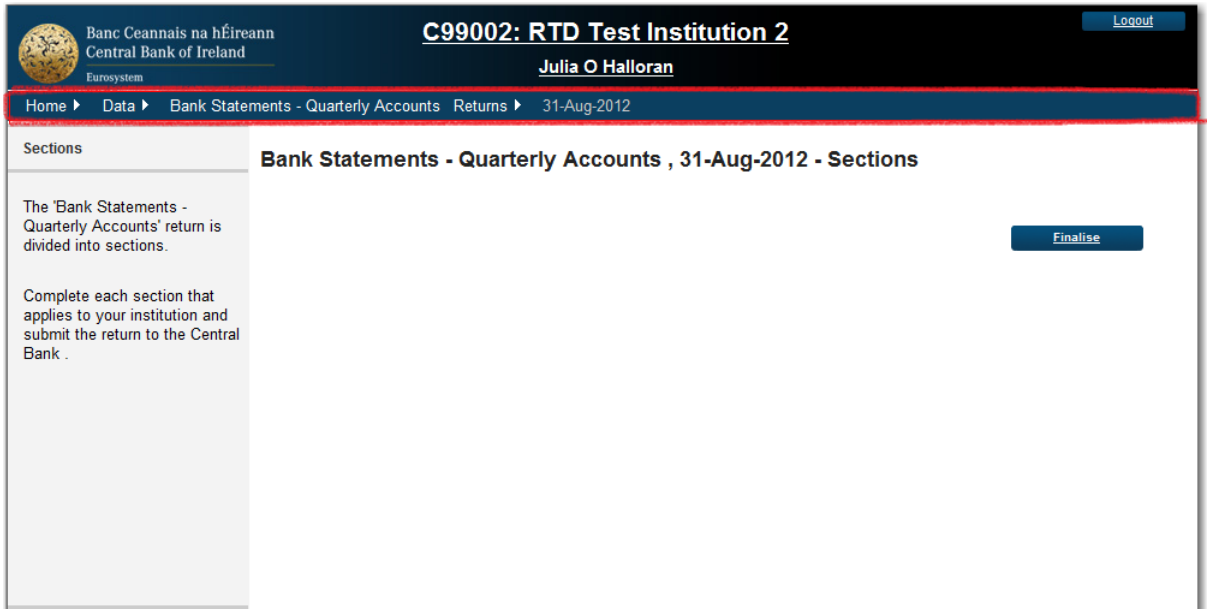
2.1.3 Navigation

Use the menu across the top of the system pages to navigate through the Online Reporting System.

This menu is highlighted in red in Figure 2 below.

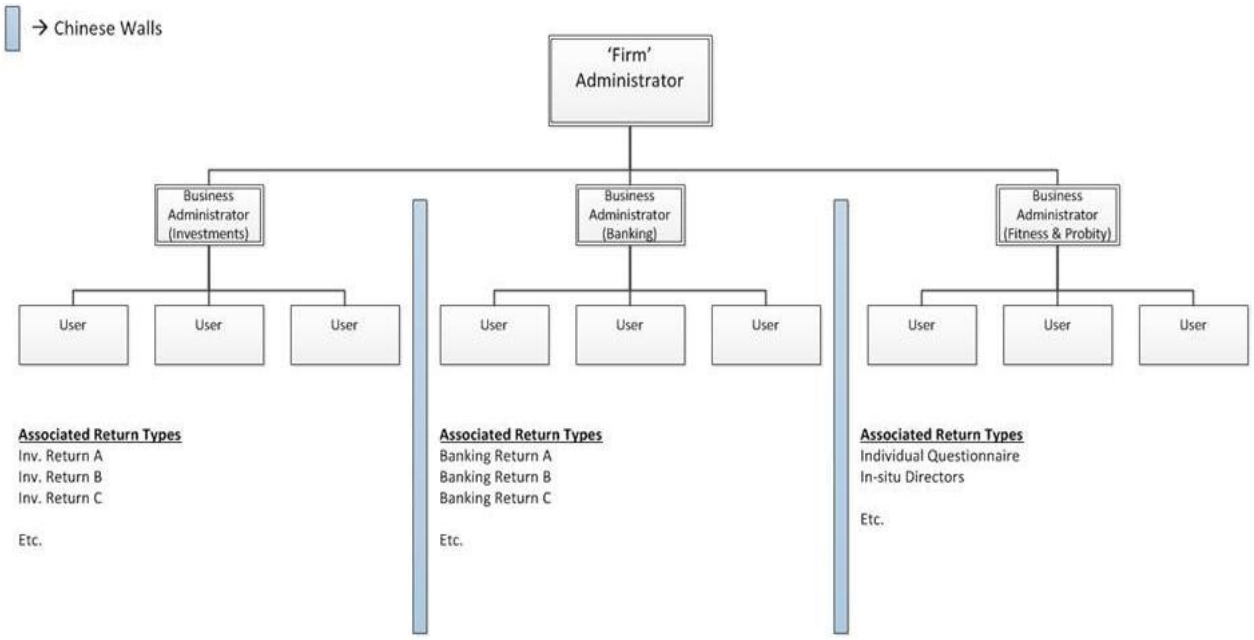
The menu provides links back to each previous page the user navigated through to get to the current page.

Fig 2


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Data
Bank Statements - Quarterly Accounts
Returns
31-Aug-2012
Sections
The 'Bank Statements - Quarterly Accounts' return is divided into sections.
Complete each section that applies to your institution and submit the return to the Central Bank .
Bank Statements - Quarterly Accounts , 31-Aug-2012 - Sections
Finalise

2.3 System Accounts

Fig 2.1



There are three different types of system account:

- Firm Administrator
- Business Administrator
- Firm User

2.3.1 Firm Administrator Accounts[1]

- The Firm Administrator will automatically have unconditional access to all returns applicable to the firm. This includes Fitness & Probity Returns (IQs) which may contain confidential and highly sensitive information.
- The Firm Administrator can add, modify or remove existing Business Administrator(s) and User(s) profile(s) to/from the ONR and add or delete the IQ

[1] Please note that some Institutions do not have Firm Administrators. Where this occurs please refer to divisional specific guidance notes on Administrators.

return type to individual Business Administrator(s) and User(s) profile(s) as required, without contacting the Central Bank.

- Each Firm shall have one Firm Administrator account, unless separate approval has been provided by the Central Bank.
- The Firm Administrator may set up and manage Business Administrator accounts and User accounts for the Firm (i.e. notifying login details and resetting passwords, when necessary). They may also set the profiles to provide the ability to view, create, submit and/or amend returns, depending on the roles assigned.
- The Central Bank will notify the Firm Administrator directly of their login credentials (institution code, login name and password) after initial setup of the firm on the ONR.[2]
- If the Firm Administrator changes, the Institution must notify the Central Bank immediately via the 'Submit a Request' process.[3]

2.3.2 Business Administrator Accounts

- Business Administrator accounts are primarily in place for larger financial institutions with multiple divisions, where a 'Chinese Wall'[4] structure is required to restrict transfer of sensitive information between divisions within the firm.
- The primary difference between Business Administrator and Firm Administrator accounts is that the Business Administrator(s) does not automatically have access to all returns. The Business Administrator will be assigned their ONR account profile and roles by the Firm Administrator.
- Where the Firm Administrator has given responsibility and access to do so, the Business Administrator account can create, edit or delete other Business Administrator accounts and other User accounts. The functions assigned may include set up and management of other accounts, notification of login details, resetting passwords, setting profiles to provide the ability to view, create, submit and/or amend returns.

2.3.3 User Accounts

- The User will have the ability to view, edit and amend returns, as determined by the roles assigned to them.
- User accounts are administered by the Firm Administrator or Business Administrator. They may set up one or more User accounts for the firm.
- The User account cannot create or edit other User accounts.

[2] See logging in for the first time at Section 2.4.1
[3] Please see section 5 for further detail on submitting requests.
[4] As defined in Chapter 12 of the Consumer Protection Code 2012.

2.4 Logging In

2.4.1 Logging in for the First Time

- The Online Reporting System will require all Administrator(s) and User(s) to change their password when logging into the system for the ***first*** time. See figures 2.2 and 2.3 below.
- The Administrator will be prompted to enter the temporary password as issued to them by the Central Bank in 'Enter Old Password'.
- The Administrator must then create a new password.

Password Strength

- Administrators and Users must choose a strong password, in accordance with the following rules:
- The login name cannot be used as part of the user's password;
- The password provided must be a 'Strong' password. Password strength is scored on a combination of length and complexity. An overall score of 3 or greater represents a strong password. Points are awarded as follows:

Length:

6 – 1 point

10 – 2 points

14 – 3 points

Complexity:

Presence of both uppercase and lowercase characters – 1 point

Presence of a digit – 1 point

Presence of a special character (non-alphanumeric) – 1 point

Example:

Friday83

Wednesday44!

- Once satisfied with the new password, select **Change**.(Fig 2.3 refers)

Fig 2.2 Login Screen where initial firm credentials are inputted as provided by the Central Bank to the Firm Administrator.

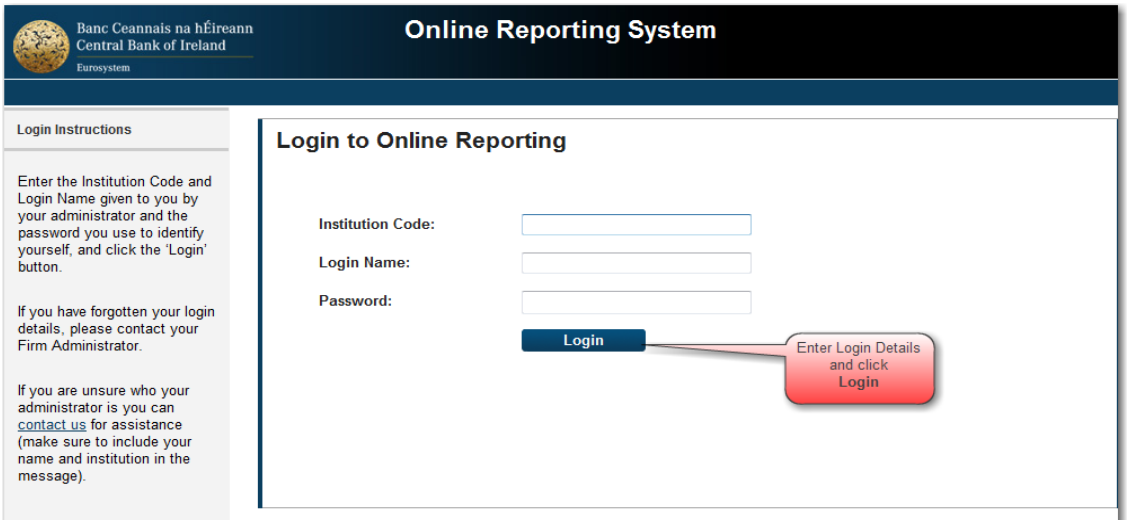
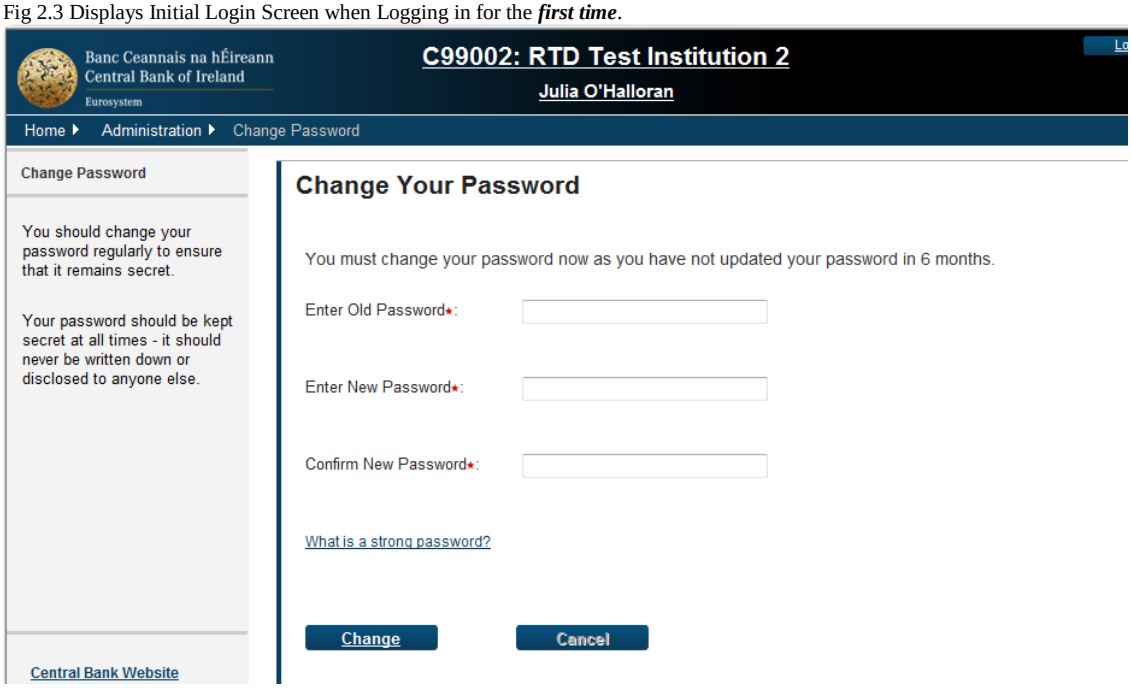

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
Enter Login Details and click Login

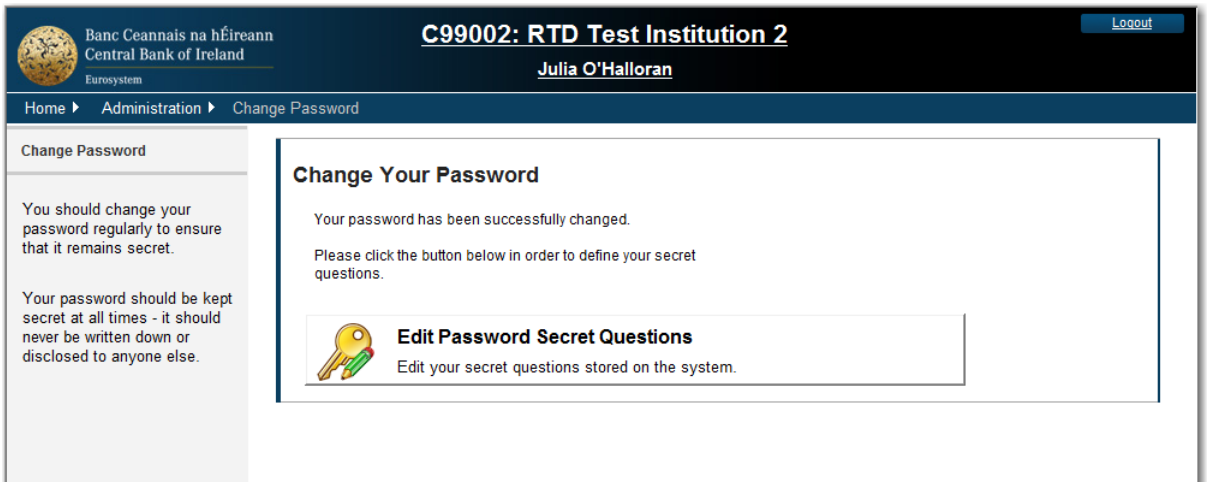
Fig 2.3 Displays Initial Login Screen when Logging in for the ***first time***.


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O'Halloran
Home
Administration
Change Password
Change Password
You should change your password regularly to ensure that it remains secret.
Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.
Central Bank Website
Change Your Password
You must change your password now as you have not updated your password in 6 months.
Enter Old Password*:
Enter New Password*:
Confirm New Password*:
What is a strong password?
Change
Cancel

- It is the User's responsibility to keep safe their login details securely.

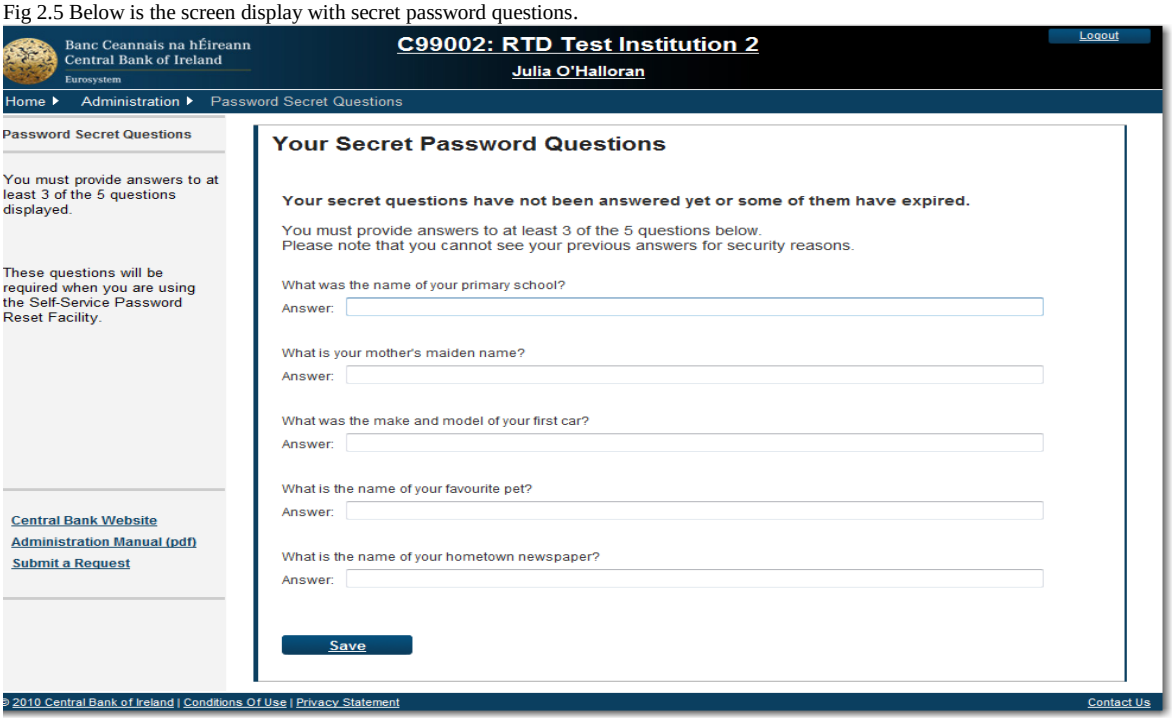
- ONR Administrators and Users should refer to Section 4.4 on '*Self Service Password Reset'* and Section 4.5 on '*Reset a Password for another users account*' for further information on password functionality.

Fig 2.4 shows a screen display where a Password is successfully changed.


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O'Halloran
Logout
Home
Administration
Change Password
Change Password
You should change your password regularly to ensure that it remains secret.
Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.
Change Your Password
Your password has been successfully changed.
Please click the button below in order to define your secret questions.
Edit Password Secret Questions
Edit your secret questions stored on the system.

- Click the '**Edit Password Secret Questions**' button to proceed.
- Your Password Secret Question page appears (Fig 2.5 refers). You must provide answers to at least 3 of the 5 questions below. Then click '**Save'**. Once this is complete you will be brought to the home screen.

Fig 2.5 Below is the screen display with secret password questions.


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O'Halloran
Logout
Home
Administration
Password Secret Questions
Password Secret Questions
You must provide answers to at least 3 of the 5 questions displayed.
These questions will be required when you are using the Self-Service Password Reset Facility.
Central Bank Website
Administration Manual (pdf)
Submit a Request
Your Secret Password Questions
Your secret questions have not been answered yet or some of them have expired.
You must provide answers to at least 3 of the 5 questions below.
Please note that you cannot see your previous answers for security reasons.
What was the name of your primary school?
Answer:
What is your mother's maiden name?
Answer:
What was the make and model of your first car?
Answer:
What is the name of your favourite pet?
Answer:
What is the name of your hometown newspaper?
Answer:
Save
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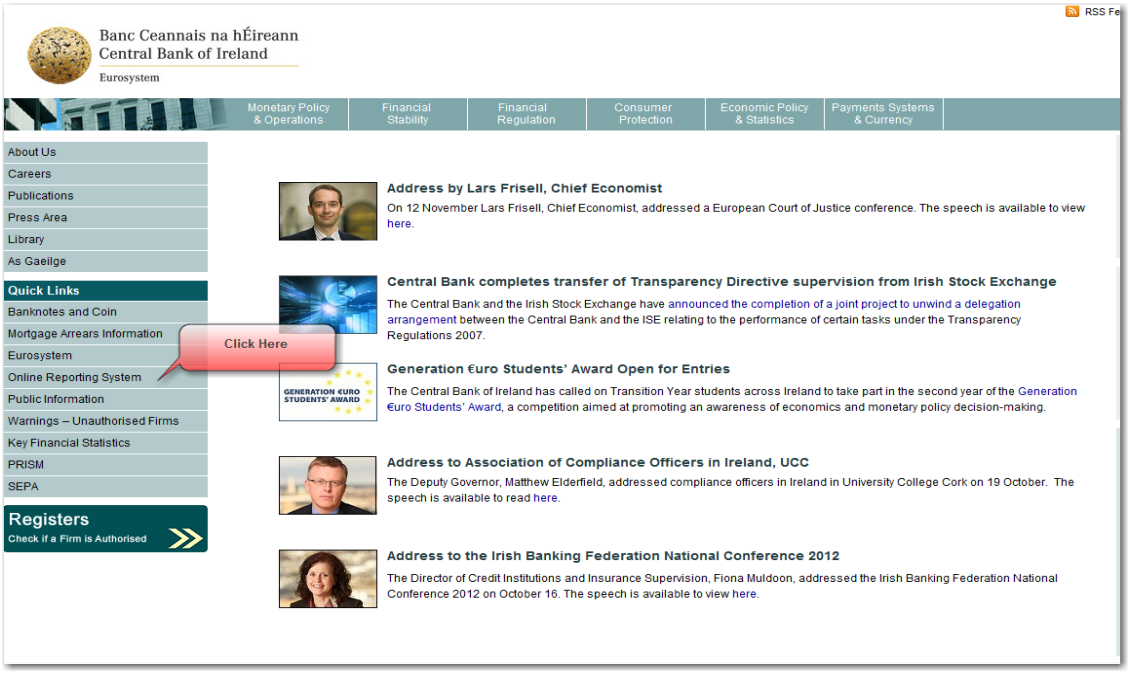
2.4.2 Logging in - Business as Usual

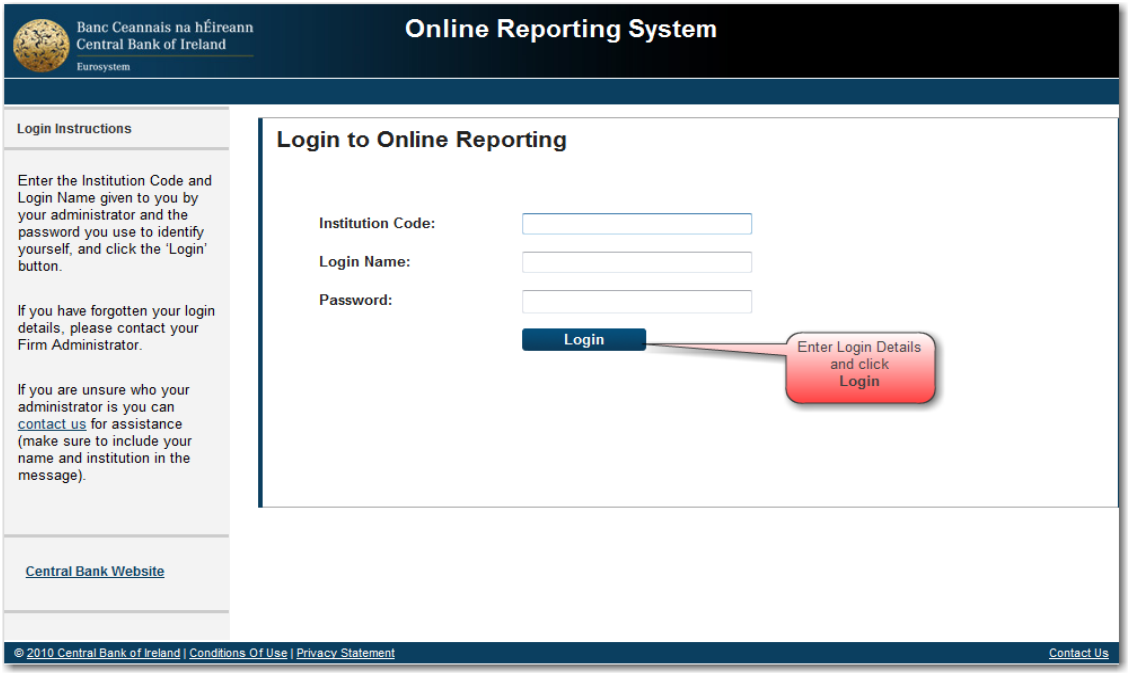
- Open a web browser and enter the address www.centralbank.ie
- Click the **Online Reporting System** button –see Figure 2.6.

Fig 2.6


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Monetary Policy & Operations
Financial Stability
Financial Regulation
Consumer Protection
Economic Policy & Statistics
Payments Systems & Currency
About Us
Careers
Publications
Press Area
Library
As Gaeilge
Quick Links
Banknotes and Coin
Mortgage Arrears Information
Eurosystem
Online Reporting System
Public Information
Warnings – Unauthorised Firms
Key Financial Statistics
PRISM
SEPA
Registers
Check if a Firm is Authorised
Click Here
Address by Lars Frisell, Chief Economist
On 12 November Lars Frisell, Chief Economist, addressed a European Court of Justice conference. The speech is available to view here.
Central Bank completes transfer of Transparency Directive supervision from Irish Stock Exchange
The Central Bank and the Irish Stock Exchange have announced the completion of a joint project to unwind a delegation arrangement between the Central Bank and the ISE relating to the performance of certain tasks under the Transparency Regulations 2007.
Generation €uro Students' Award Open for Entries
The Central Bank of Ireland has called on Transition Year students across Ireland to take part in the second year of the Generation €uro Students' Award, a competition aimed at promoting an awareness of economics and monetary policy decision-making.
Address to Association of Compliance Officers in Ireland, UCC
The Deputy Governor, Matthew Elderfield, addressed compliance officers in Ireland in University College Cork on 19 October. The speech is available to read here.
Address to the Irish Banking Federation National Conference 2012
The Director of Credit Institutions and Insurance Supervision, Fiona Muldoon, addressed the Irish Banking Federation National Conference 2012 on October 16. The speech is available to view here.

- The Login screen of the Online Reporting page appears. Enter your login details and click **Login**.(Fig 2.7 refers)

Fig 2.7


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
Enter Login Details and click Login
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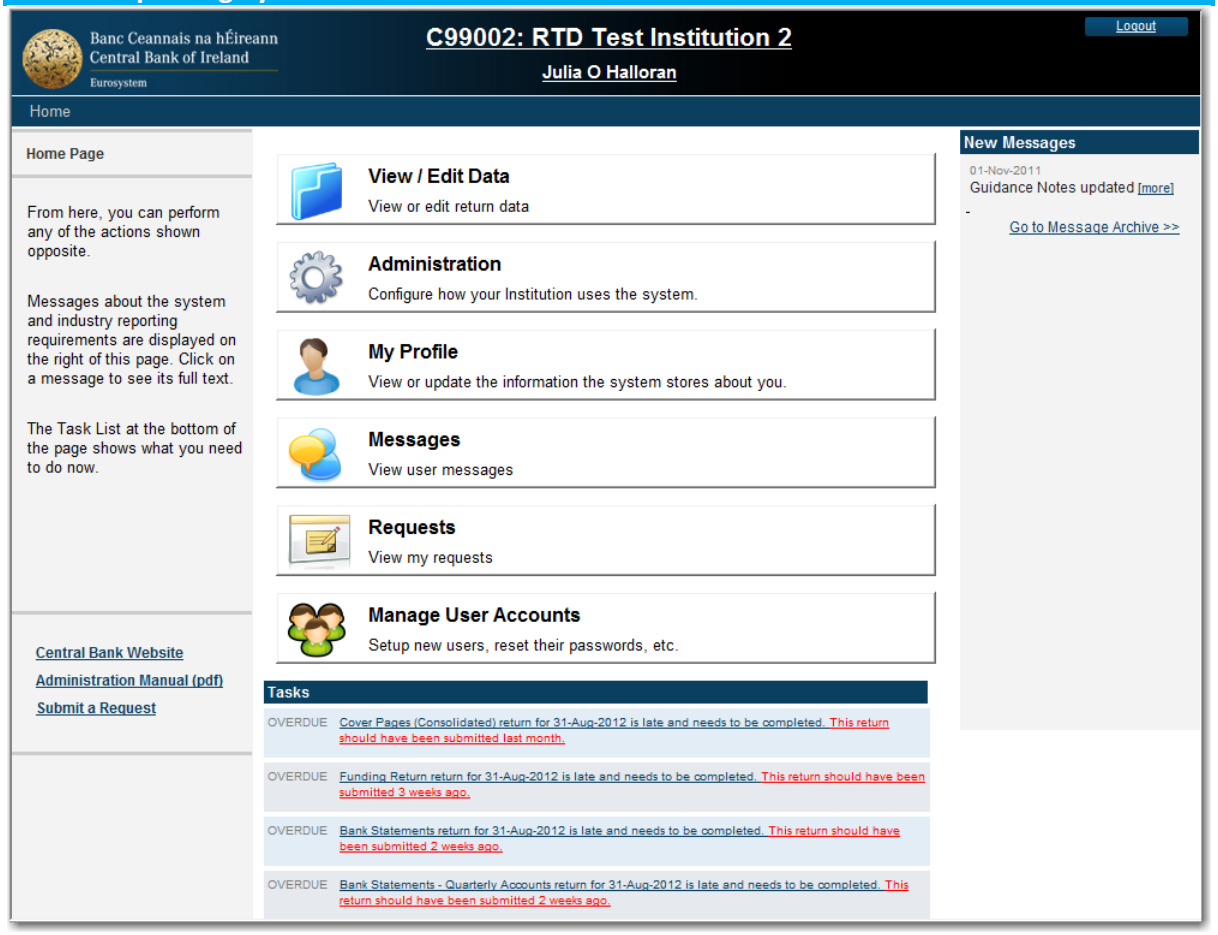
Contact Us

- The Home page appears- see figure 2.8. Throughout the manual, reference will be made to the Home page. It is the key point of reference when beginning any task on the ONR.

Fig 2.8

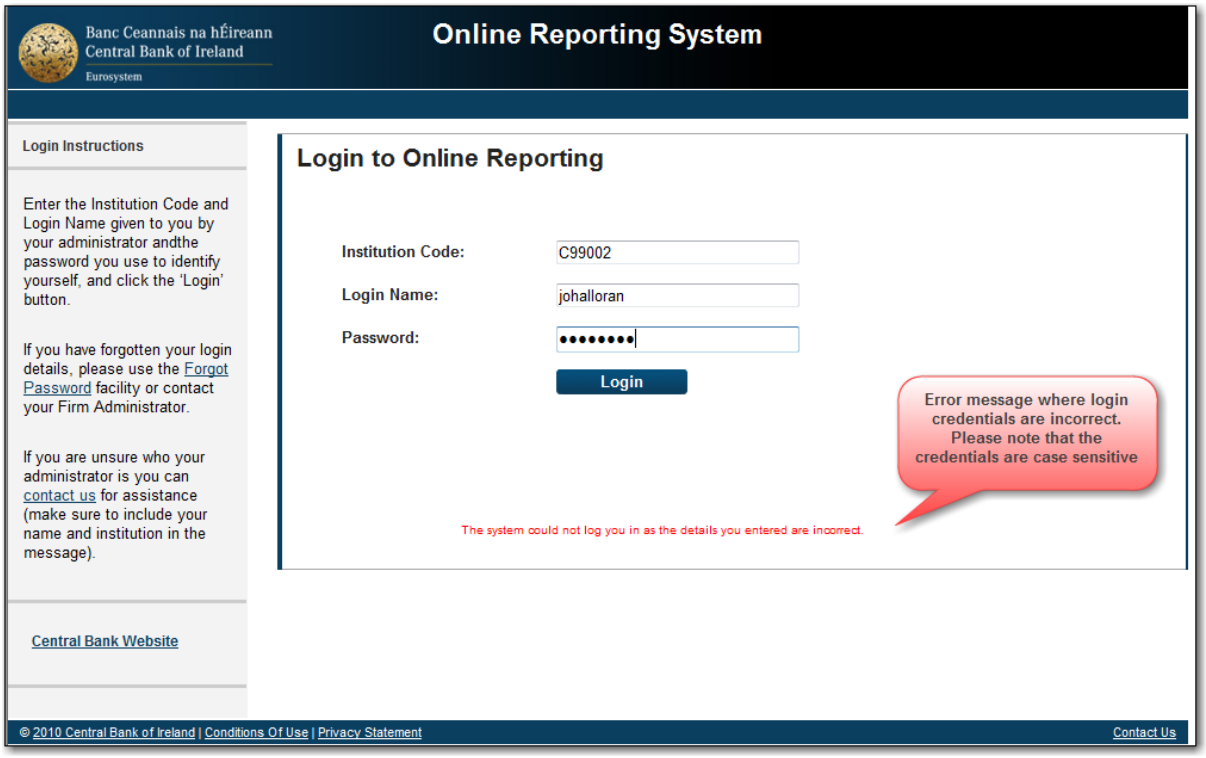

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.
OVERDUE Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 3 weeks ago.
OVERDUE Bank Statements return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.
OVERDUE Bank Statements - Quarterly Accounts return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.

2.4.3 Login Errors

Incorrect login details

- Login details are case sensitive see example in Fig 2.9.

Fig 2.9


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator andthe password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please use the Forgot Password facility or contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
C99002
Login Name:
johalloran
Password:
Login
Error message where login credentials are incorrect. Please note that the credentials are case sensitive
The system could not log you in as the details you entered are incorrect.
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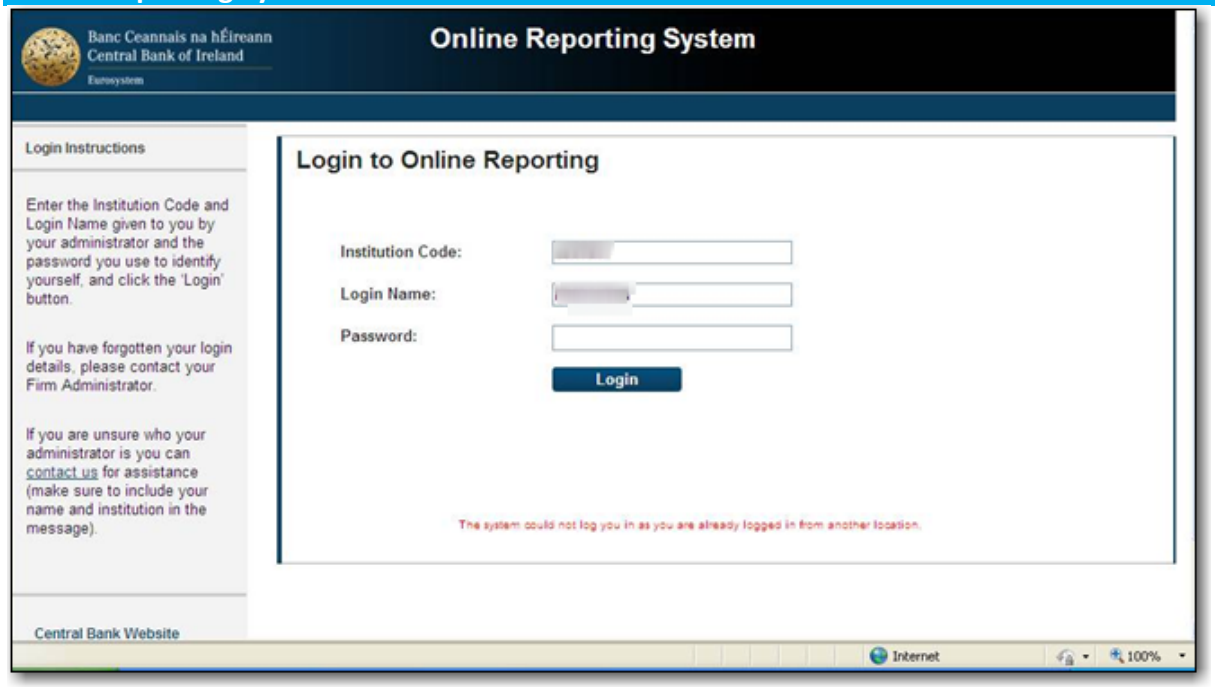
Contact Us

Logging in from different locations

- 'The system could not log you in as you are already logged in from another location'. Figure 2.10 below refers.
- You are not allowed to log into the ONR from 2 computers or from two separate tabs in your browser at the same time.
- This occurs where you have logged in from two computers or used two different browsers.
- Ensure that you are logged off from all locations.
- Wait a half an hour and retry again.

Fig 2.10


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
The system could not log you in as you are already logged in from another location.
Internet
100%

HTTP 400 - Bad Error Request

- This error occurs where the login attempted is deemed a security threat. (Figure 2.11 refers)
- Disable any add-ons on your web browser.
- Use a direct URL https://onlinereporting.cbfsai.ie/Login?ReturnUrl=%2f

  and save to your favourites.

Fig 2.11

HTTP 400 - Bad Request
Access Denied
The page you have requested is not valid. Access to the website is denied.
If you would like further assistance with this issue, please contact us on (01) 224 6000 or e-mail please contact Central Bank system support.

2.4.4 Inactivity

Users will be logged out of the system after 20 minutes of inactivity.[5]

[5] Please refer to Section 2.4 on best practice for logging in and logging out.

2.4.5 Logging Out

Fig 2.12

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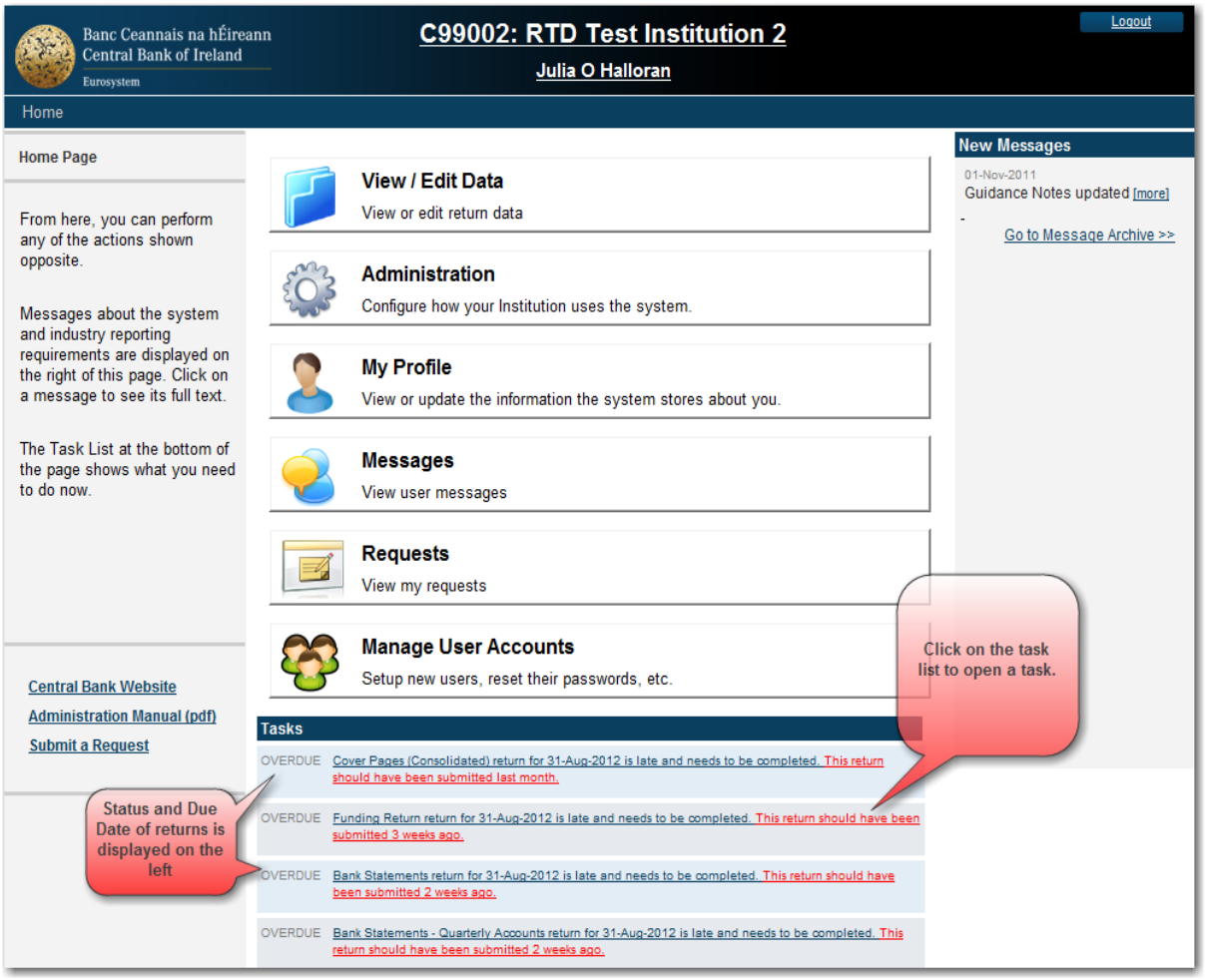
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Click 'Logout'
Central Bank Website
Administration Manual (pdf)
Submit a Request
Tasks
OVERDUE
Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.

- Always click the *Logout* button to securely leave the Online Reporting System. (Figure 2.12 refers)

2.5 Tasks

- Tasks are displayed at the bottom of the Home page, alerting the User to take an action on a specific return. (See Figure 2.13)

Fig 2.13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Eurosystem
C99002: RTD Test Institution 2
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Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.
OVERDUE Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 3 weeks ago.
OVERDUE Bank Statements return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.
OVERDUE Bank Statements - Quarterly Accounts return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.
Click on the task list to open a task.
Status and Due Date of returns is displayed on the left

- There are 3 types of tasks
    - Due
    - Overdue
    - Revised (when the return is unlocked)
- Only one task is displayed per return
- The task link opens the page for the associated return.

2.6 New Messages

2.6.1 View New Messages

- The Online Reporting System includes a *New Messages* facility to notify Firms of general announcements related to Returns or to the Online Reporting System, such as planned Online Reporting System down time or documentation updates.(Figure 2.14)
- *New Messages* are displayed on the right side of the Homepage. The five most recent messages are displayed here; older messages are displayed in the *Message Archive.*
- Click *[more]* (to the right of any message), or click on the message hyperlink to view its contents.

Fig 2.14

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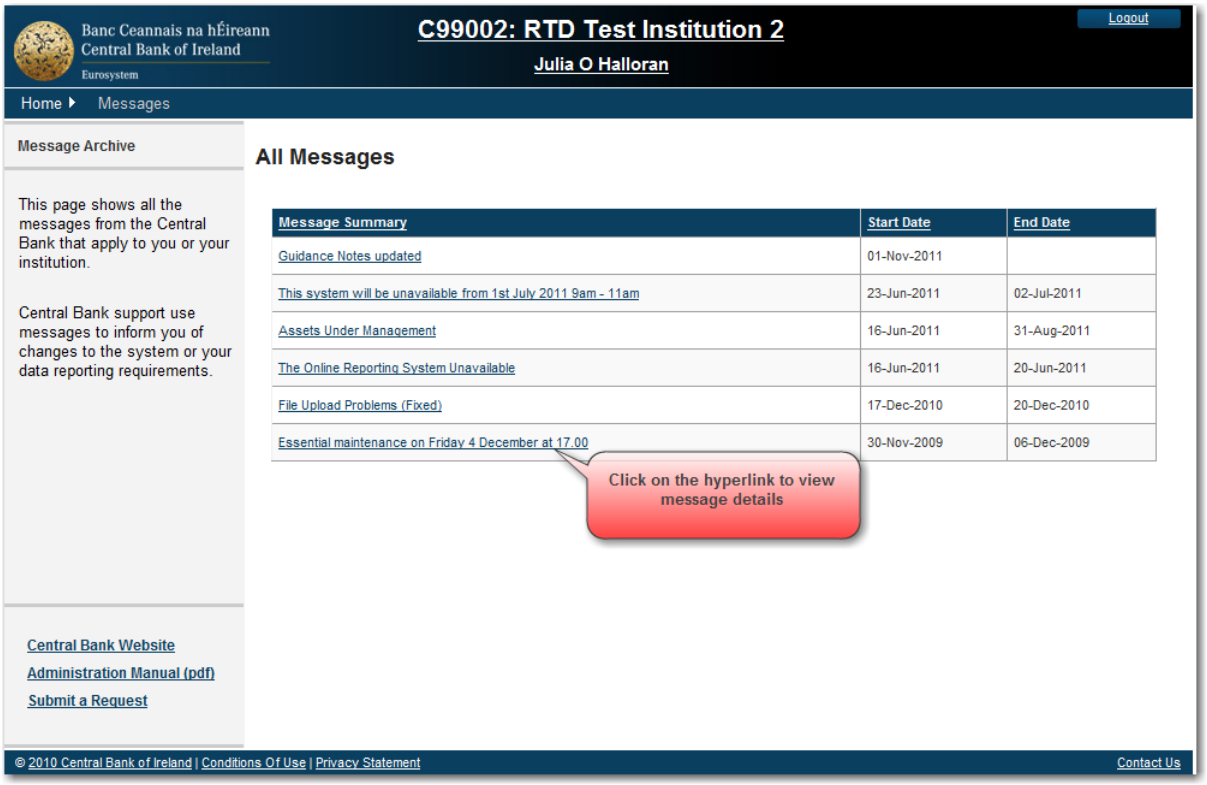
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Tasks
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Click [more] to view full message contents.
Click 'Go to Message Archive' to view older messages.

2.6.2 View Message Archive

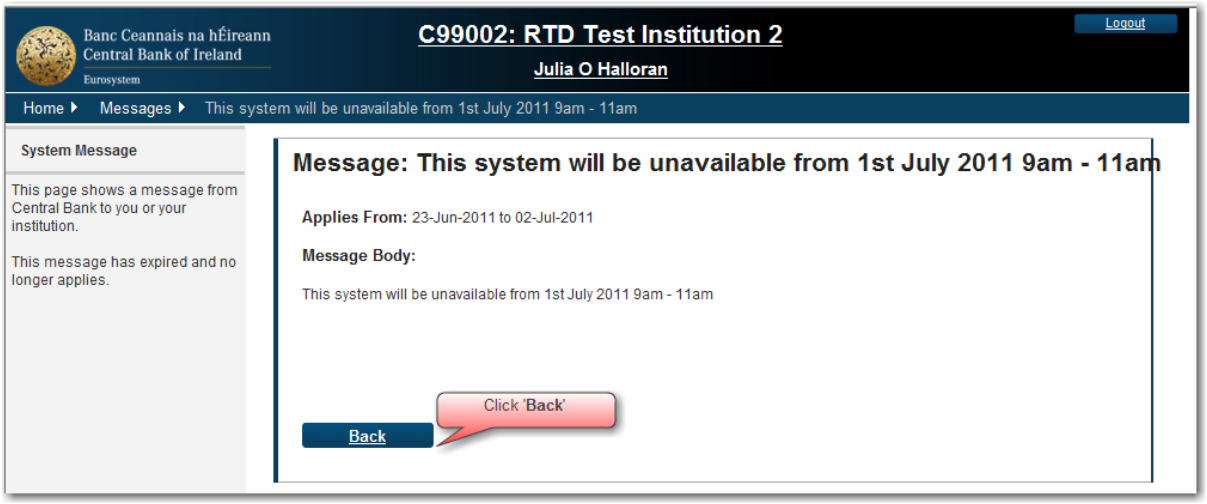
- Click *Go to Message Archive >>* to view older messages. (Figure 2.15) The *All Messages* page appears. Click the title of the message under the *Message Summary* column to view its contents. (Figure 2.14)

Fig 2.15



- Click back to return to previous page.

Fig 2.16


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Messages
This system will be unavailable from 1st July 2011 9am - 11am
System Message
This page shows a message from Central Bank to you or your institution.
This message has expired and no longer applies.
Message: This system will be unavailable from 1st July 2011 9am - 11am
Applies From: 23-Jun-2011 to 02-Jul-2011
Message Body:
This system will be unavailable from 1st July 2011 9am - 11am
Click 'Back'
Back

2.7 Using the System for Reporting Information

2.7.1 Activating a return

Users must firstly 'activate' the return type by clicking the **Edit Data** button.

2.7.2 Drop-down List Boxes

Some fields require the user to select an entry from a drop-down list box. If a suitable entry is not available, please choose the entry **Other**.

2.7.3 Adding and Deleting Rows

The user may add and delete rows to/from data tables by clicking the **Add Row or Delete** links where available.

2.7.4 Reporting Amounts, Rounding and Data Validation

Amounts must be reported and entered into the ONR in thousands of Euro (€'000), unless otherwise stated.

Amounts must be rounded up/down, where required.

Decimals should not be entered for amounts.

Automated data validation may exist for certain report types; however, reporting firms are required to validate reports before submission to the Central Bank.

2.7.5 Scheduled Returns

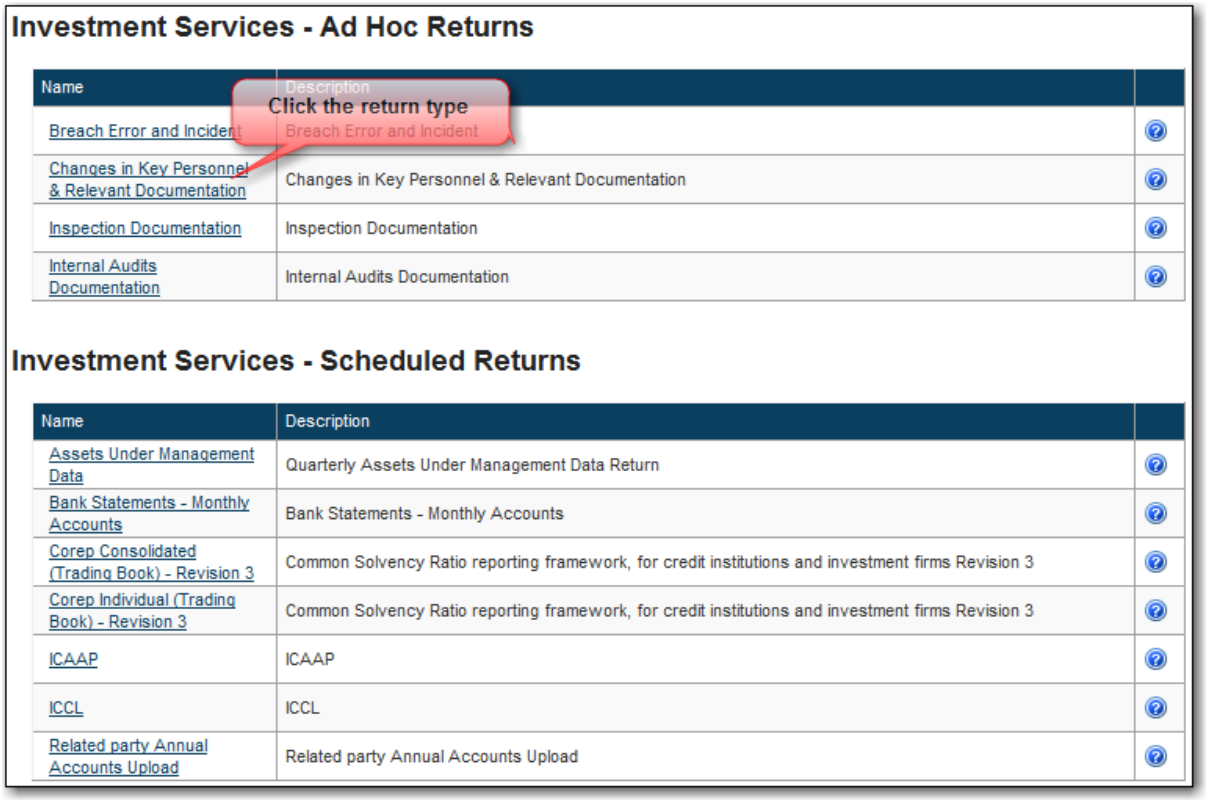
Scheduled returns occur at periodic times depending on the Institutions reporting obligations and when submissions are due. All returns are set up by the Central Bank of Ireland and do not require any input from Firm Administrators.

2.7.6 Ad-hoc Returns

Ad-hoc return types require that Firm Administrators add sections or return instances.

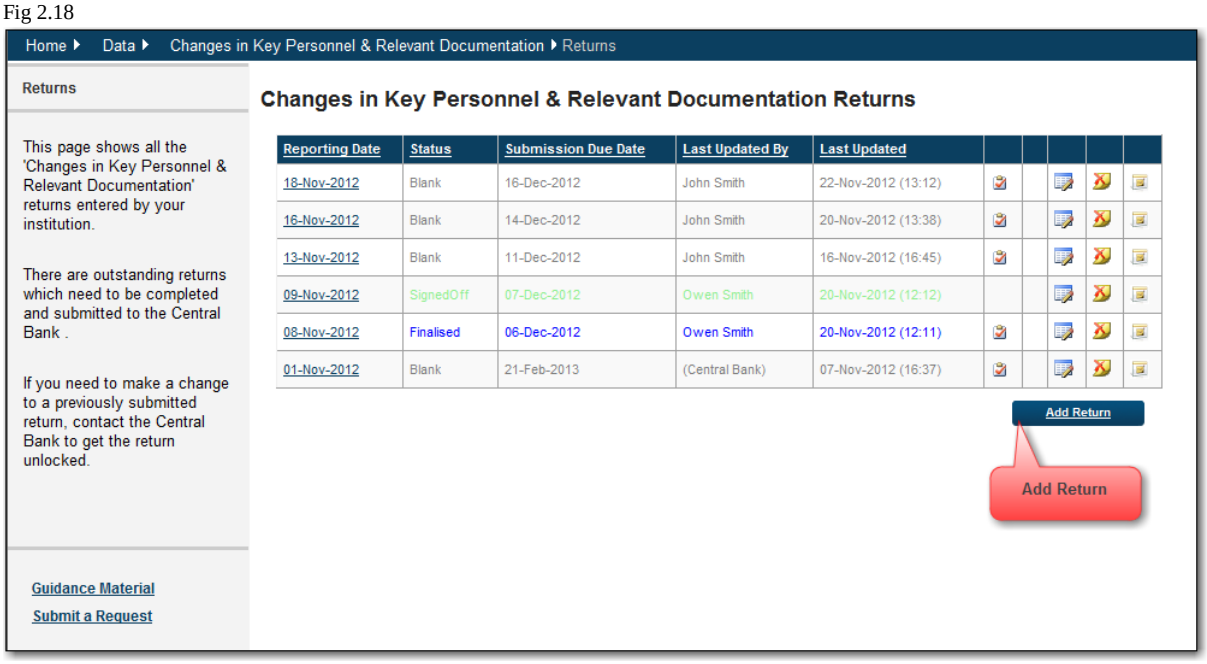
1) Click on the name of the ad-hoc return type. (Figure 2.17 refers)

Fig 2.17 Demonstrates Ad-hoc and Scheduled Returns


Investment Services - Ad Hoc Returns
Name
Description
Click the return type
Breach Error and Incident
Breach Error and Incident
Changes in Key Personnel & Relevant Documentation
Changes in Key Personnel & Relevant Documentation
Inspection Documentation
Inspection Documentation
Internal Audits Documentation
Internal Audits Documentation
Investment Services - Scheduled Returns
Name
Description
Assets Under Management Data
Quarterly Assets Under Management Data Return
Bank Statements - Monthly Accounts
Bank Statements - Monthly Accounts
Corep Consolidated (Trading Book) - Revision 3
Common Solvency Ratio reporting framework, for credit institutions and investment firms Revision 3
Corep Individual (Trading Book) - Revision 3
Common Solvency Ratio reporting framework, for credit institutions and investment firms Revision 3
ICAAP
ICAAP
ICCL
ICCL
Related party Annual Accounts Upload
Related party Annual Accounts Upload

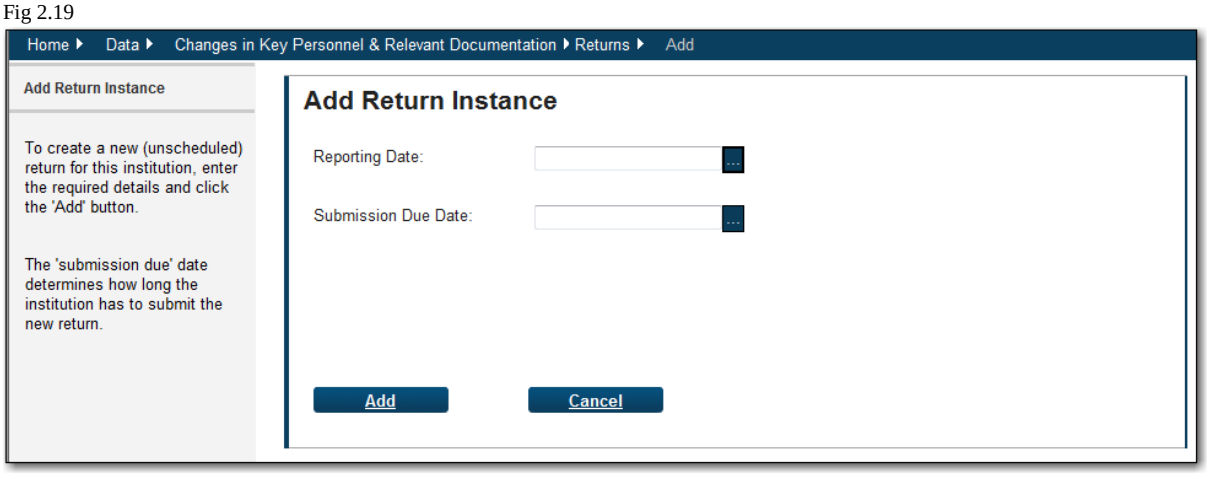
2) Then click **View Edit Returns**. This will allow you to input or load data to the system, or view date previously entered as seen in Fig 2.18 below.

Fig 2.18


Home ▸ Data ▸ Changes in Key Personnel & Relevant Documentation ▸ Returns
Returns
This page shows all the 'Changes in Key Personnel & Relevant Documentation' returns entered by your institution.
There are outstanding returns which need to be completed and submitted to the Central Bank .
If you need to make a change to a previously submitted return, contact the Central Bank to get the return unlocked.
Guidance Material
Submit a Request
Changes in Key Personnel & Relevant Documentation Returns
Reporting Date | Status | Submission Due Date | Last Updated By | Last Updated
18-Nov-2012 | Blank | 16-Dec-2012 | John Smith | 22-Nov-2012 (13:12)
16-Nov-2012 | Blank | 14-Dec-2012 | John Smith | 20-Nov-2012 (13:38)
13-Nov-2012 | Blank | 11-Dec-2012 | John Smith | 16-Nov-2012 (16:45)
09-Nov-2012 | SignedOff | 07-Dec-2012 | Owen Smith | 20-Nov-2012 (12:12)
08-Nov-2012 | Finalised | 06-Dec-2012 | Owen Smith | 20-Nov-2012 (12:11)
01-Nov-2012 | Blank | 21-Feb-2013 | (Central Bank) | 07-Nov-2012 (16:37)
Add Return
Add Return

3) When scheduling ad-hoc returns such as the Changes in Key Personnel & Relevant Documentation the procedure is that the Reporting Date must be a date in the past (i.e. not Today's Date) and the Submission Due Date must be a date in the future (again, not today's date). Click **add**.(Figure 2.19 refers)

Fig 2.19


Home ▸ Data ▸ Changes in Key Personnel & Relevant Documentation ▸ Returns ▸ Add
Add Return Instance
To create a new (unscheduled) return for this institution, enter the required details and click the 'Add' button.
The 'submission due' date determines how long the institution has to submit the new return.
Add Return Instance
Reporting Date:
Submission Due Date:
Add
Cancel

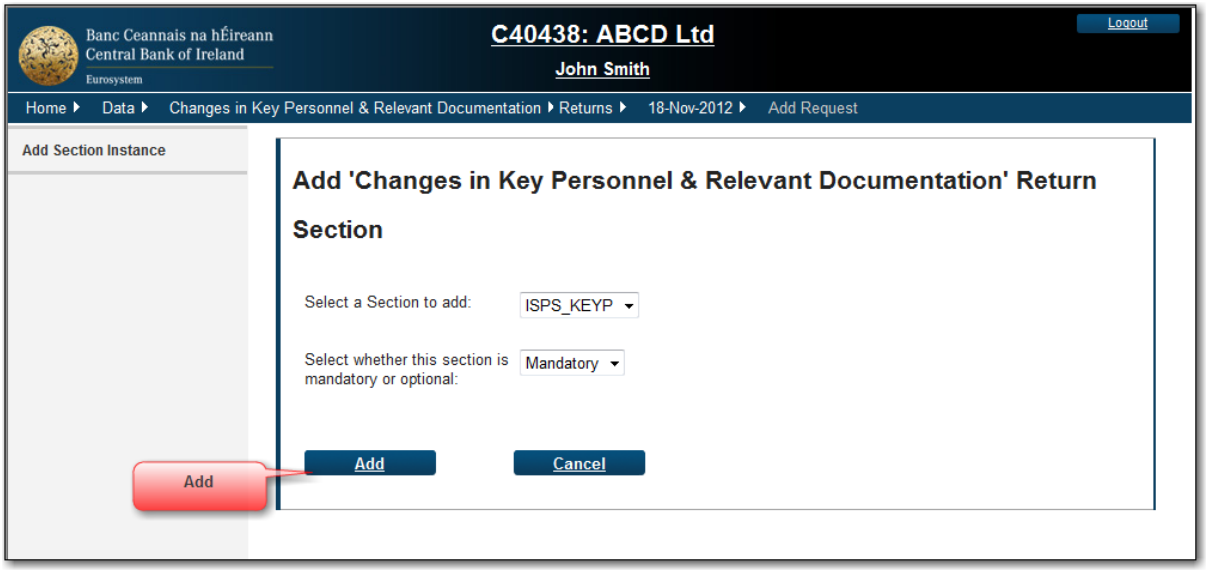
4) Figure 2.20 will appear. Click **Add Section**.

Fig 2.20

Home
Data
Changes in Key Personnel & Relevant Documentation
Returns
18-Nov-2012
Sections
The 'Changes in Key Personnel & Relevant Documentation' return is divided into sections.
Complete each section that applies to your institution and submit the return to the Central
Changes in Key Personnel & Relevant Documentation , 18-Nov-2012 - Sections
Finalise
Add Section
Add Section

5) Select the sections as prompted and click **Add**.

Fig 2.21



6) Fig 2.22 demonstrates that the Firm Administrator has successfully added the return section or return instance. Click the return name **Changes in Key Personnel and Relevant Documentation**.

Fig 2.22

7) Click on **Add File** in figure 2.23 to bring you to figure 2.24.

Fig 2.23

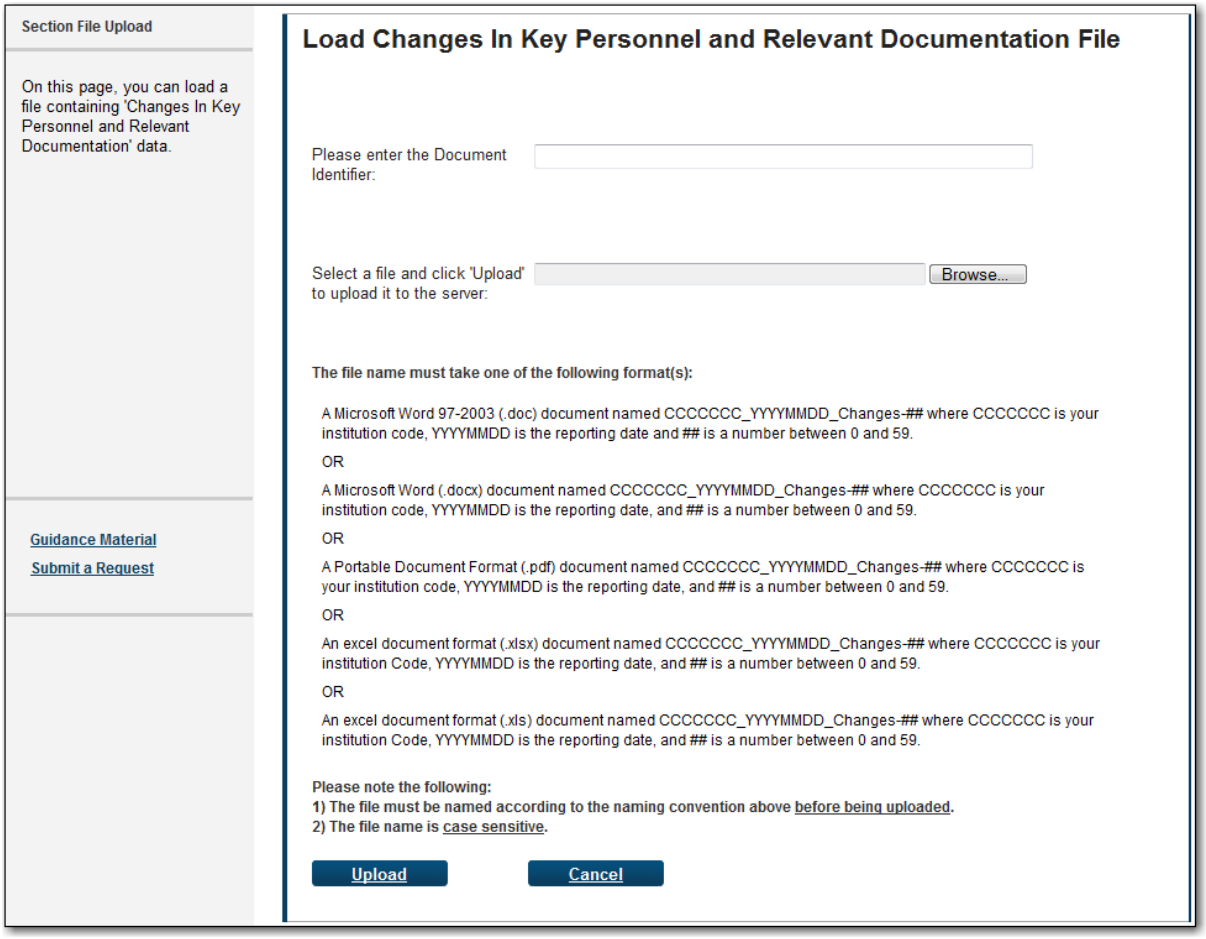
Home
Data
Changes in Key Personnel & Relevant Documentation
Returns
18-Nov-2012
Changes In Key Personnel and Relevant Documentation
SectionFiles
View Section Files
This page shows all the 'Changes in Key Personnel & Relevant Documentation' Files that your institution has uploaded for the Changes In Key Personnel and Relevant Documentation.
'Changes In Key Personnel and Relevant Documentation' Files
Cancel
Add File

8) Browse for your file. It should be saved in the following format;

A Microsoft Word (.docx) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.

For example the following is a correct file/name convention format C1234_20121218_Changes-01 where 18th of December is a date in the past and not today's date. (Figure 2.24 refers)

Fig 2.24

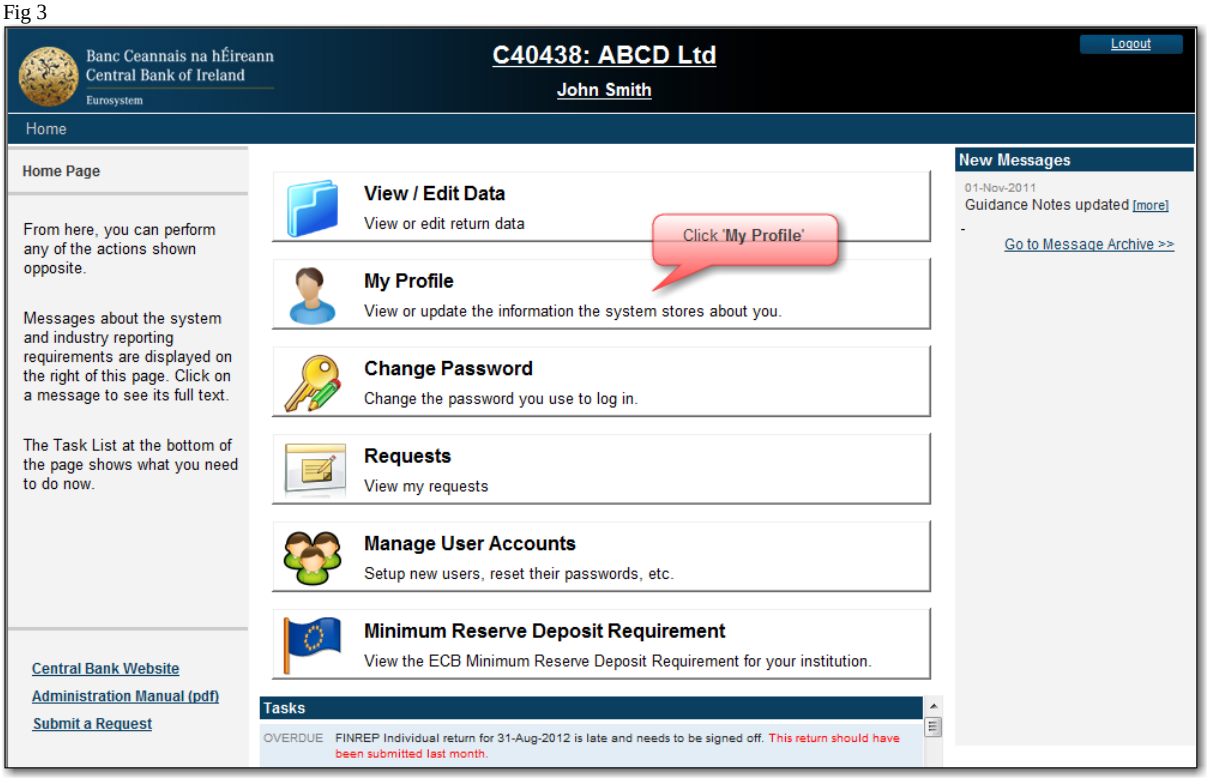

Section File Upload
On this page, you can load a file containing 'Changes In Key Personnel and Relevant Documentation' data.
Guidance Material
Submit a Request
Load Changes In Key Personnel and Relevant Documentation File
Please enter the Document Identifier:
Select a file and click 'Upload' to upload it to the server:
Browse...
The file name must take one of the following format(s):
A Microsoft Word 97-2003 (.doc) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date and ## is a number between 0 and 59.
OR
A Microsoft Word (.docx) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
OR
A Portable Document Format (.pdf) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
OR
An excel document format (.xlsx) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution Code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
OR
An excel document format (.xls) document named CCCCCCC_YYYYMMDD_Changes-## where CCCCCCC is your institution Code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.
Please note the following:
1) The file must be named according to the naming convention above before being uploaded.
2) The file name is case sensitive.
Upload
Cancel

9) Once uploaded select **Finalise** and **Sign-off** in order to fully complete the process.

3. My Profile

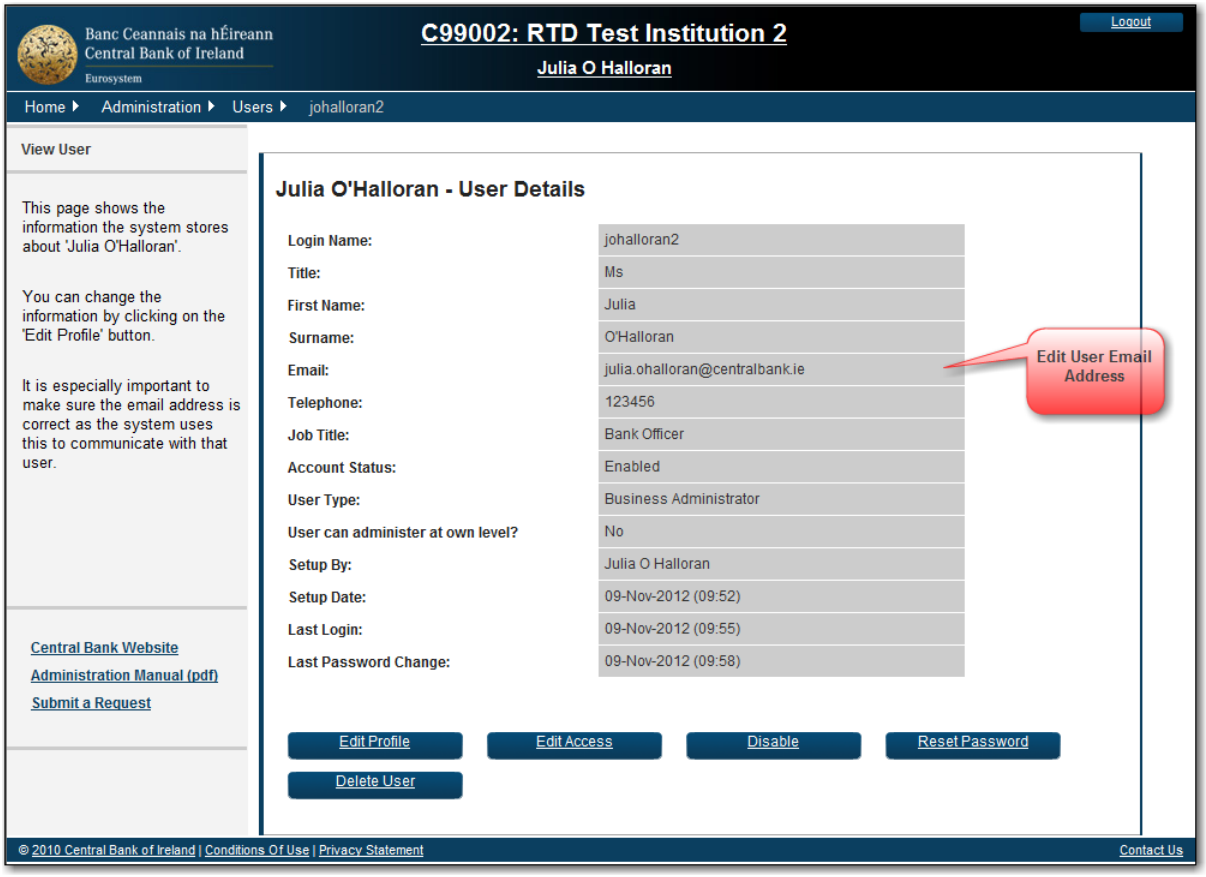
3.1 Edit My Profile

Fig 3


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Click 'My Profile'
My Profile
View or update the information the system stores about you.
Change Password
Change the password you use to log in.
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Minimum Reserve Deposit Requirement
View the ECB Minimum Reserve Deposit Requirement for your institution.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE FINREP Individual return for 31-Aug-2012 is late and needs to be signed off. This return should have been submitted last month.

- To edit your profile, click on the **My Profile** button on the Home page. (Figure 3)
- The *My Profile* page appears. Click the **Edit Profile** icon located at the bottom left of the page as shown below. (Figure 3.1)
- The *Update My Profile* page appears. Make the required changes to your profile and click **Save**, or click **Cancel** to return to the previous screen without saving any changes.

Fig 3.1


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Users
johalloran2
View User
This page shows the information the system stores about 'Julia O'Halloran'.
You can change the information by clicking on the 'Edit Profile' button.
It is especially important to make sure the email address is correct as the system uses this to communicate with that user.
Central Bank Website
Administration Manual (pdf)
Submit a Request
Julia O'Halloran - User Details
Login Name: johalloran2
Title: Ms
First Name: Julia
Surname: O'Halloran
Email: julia.ohalloran@centralbank.ie
Telephone: 123456
Job Title: Bank Officer
Account Status: Enabled
User Type: Business Administrator
User can administer at own level? No
Setup By: Julia O Halloran
Setup Date: 09-Nov-2012 (09:52)
Last Login: 09-Nov-2012 (09:55)
Last Password Change: 09-Nov-2012 (09:58)
Edit User Email Address
Edit Profile
Edit Access
Disable
Reset Password
Delete User
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Contact Us

ⓘ	Fields that cannot be edited appear in light grey font (e.g. **Login name**). Fields that must contain a value are marked with an * (asterisk) (e.g. **Title**).

4. Manage User Accounts

4.1 Overview

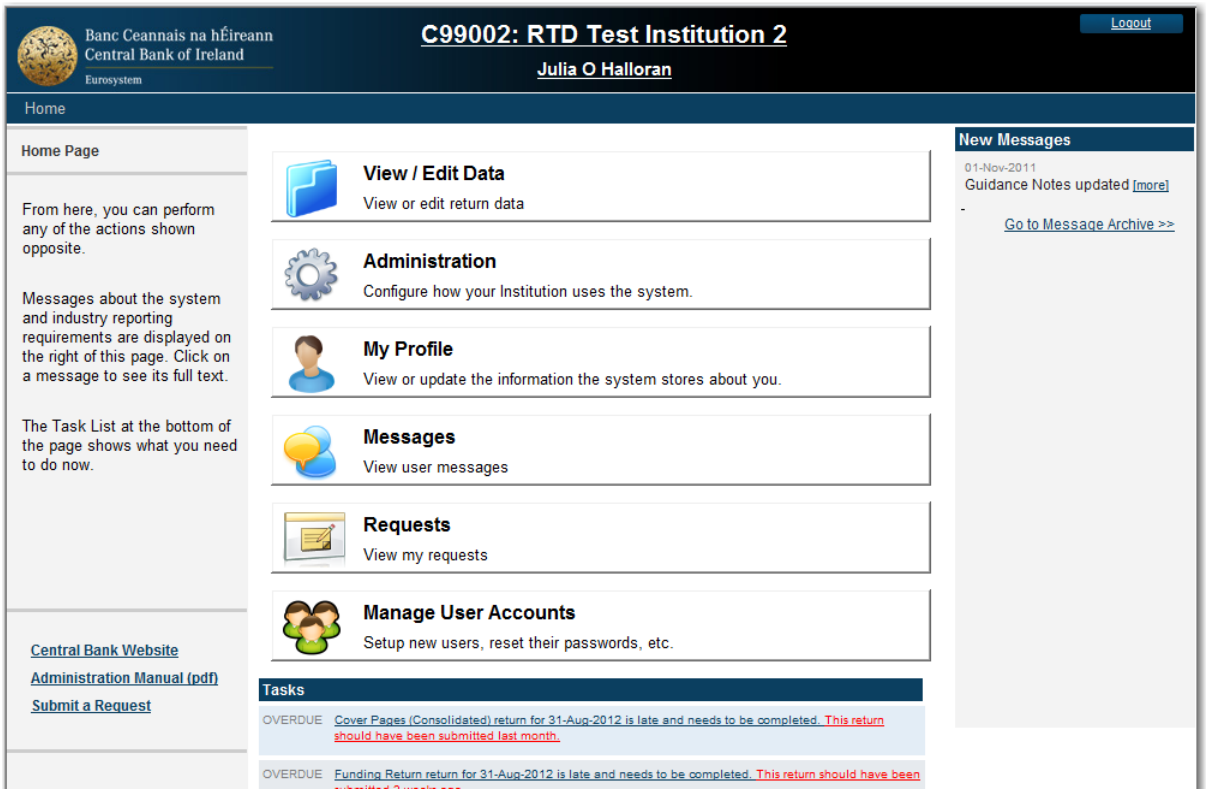
These functions are available only to Firm Administrators and/or Business Administrators, where access has been granted.

The **Manage User Accounts** function provides the ability to:

- Add a User account
- Edit User access
- Self-Service Password Reset
- Reset a Password for another User's Account
- Disable a User account
- Enable a User account
- Delete a User account

The starting point for all of the above is the Homepage as featured in Figure 4 below.

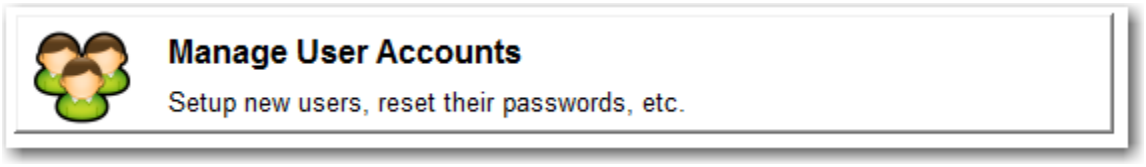
Fig 4


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.
OVERDUE Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>

4.2 Add a User Account

- On the Home page click '**Manage User Accounts'** as of Fig 4.1.

Fig 4.1



- The Firm's *User Accounts* page appears. The Firm's Administrator Account appears in blue. Click the '**Add User'** button on the bottom right hand side of page. (Figure 4.2)

Fig 4.2

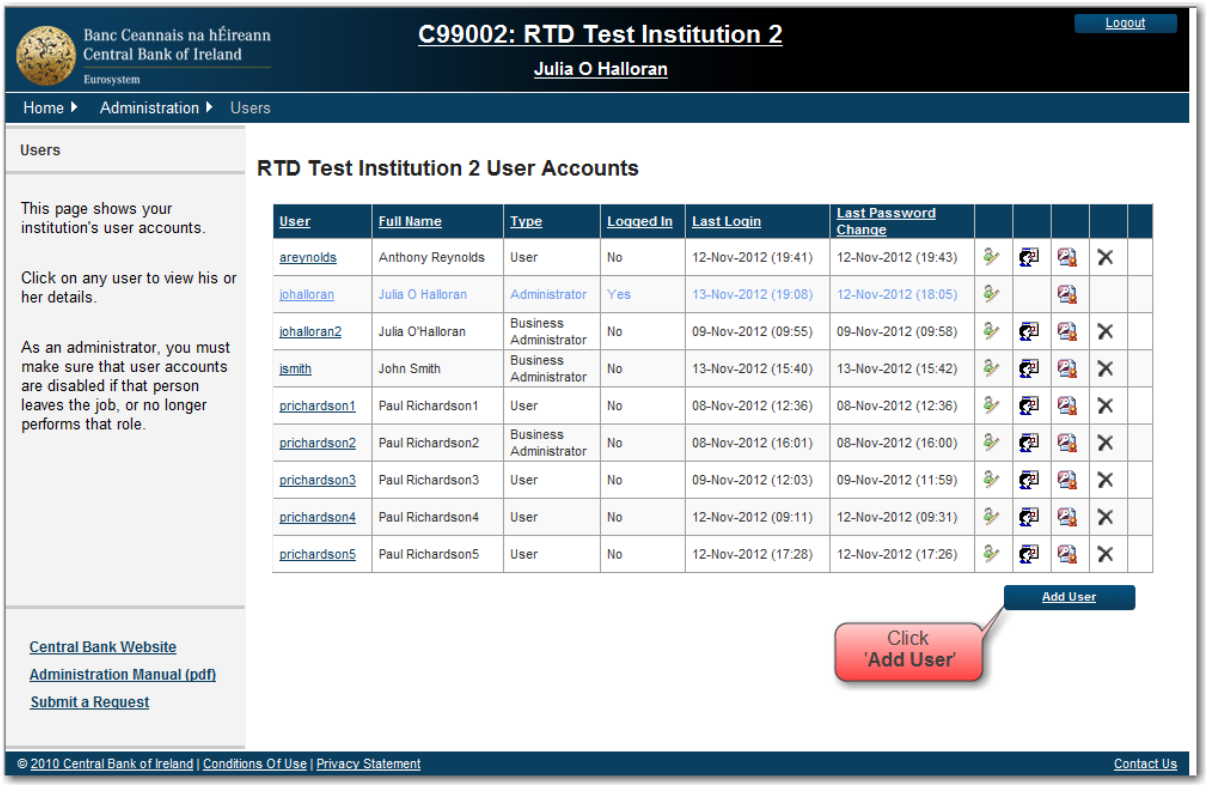
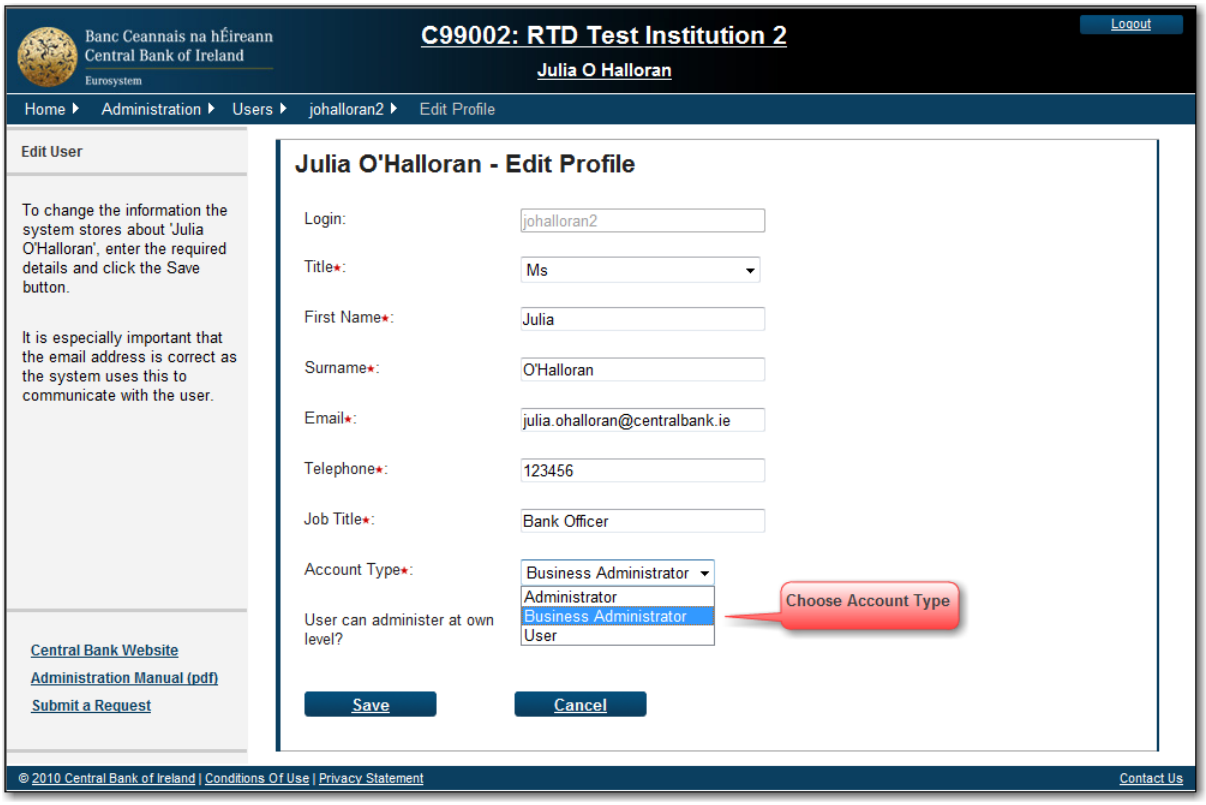


Fig 4.3

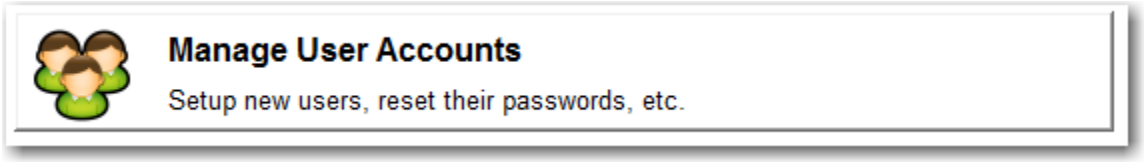


- Assign the new user an Account Type. See Section 2.3.
- On the *Add User* page fill in the fields marked with an asterix, as these are mandatory fields.
- Notify the User of their new password. Please refer them to the Section 2.4.1 '*Logging in for the first time'* where they will be prompted to reset their password and complete Secret Questions.

4.3 Edit User Access

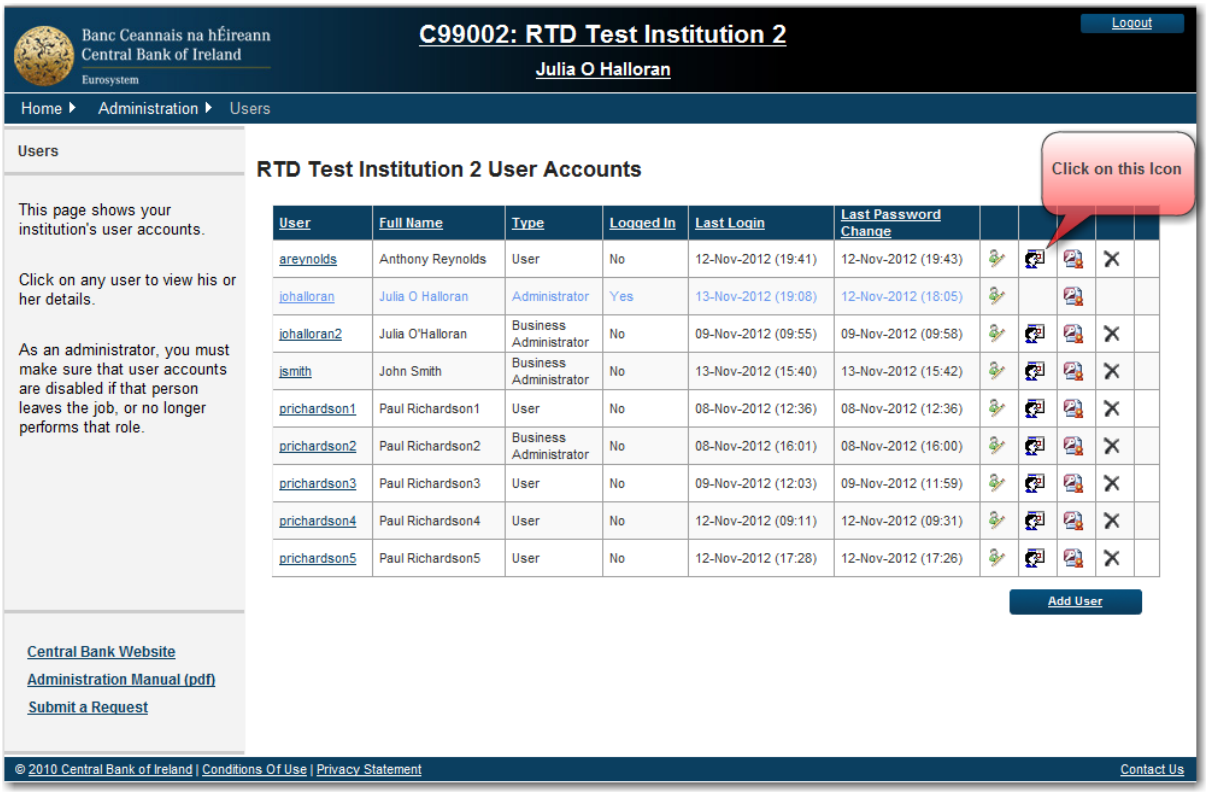
- On the *Home Page* click '**Manage User Accounts'**.(Fig 4.4)

Fig 4.4



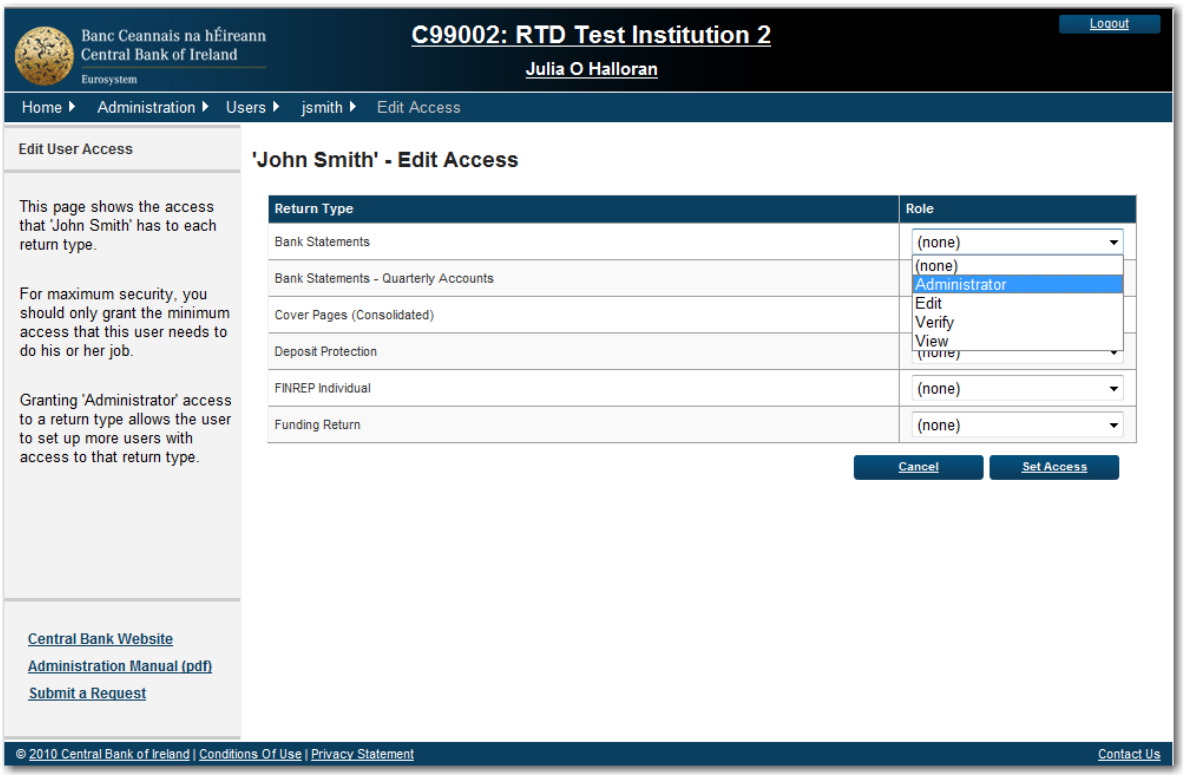
- On the *User Account* page click on opposite the user's name. (Fig 4.5)

Fig 4.5 User Accounts Page



- On the *Edit Access* page, Figure 4.6, click on the drop-down menu to delegate access as required per return type.

Fig 4.6 Edit Access Page



System account type/role and access granted

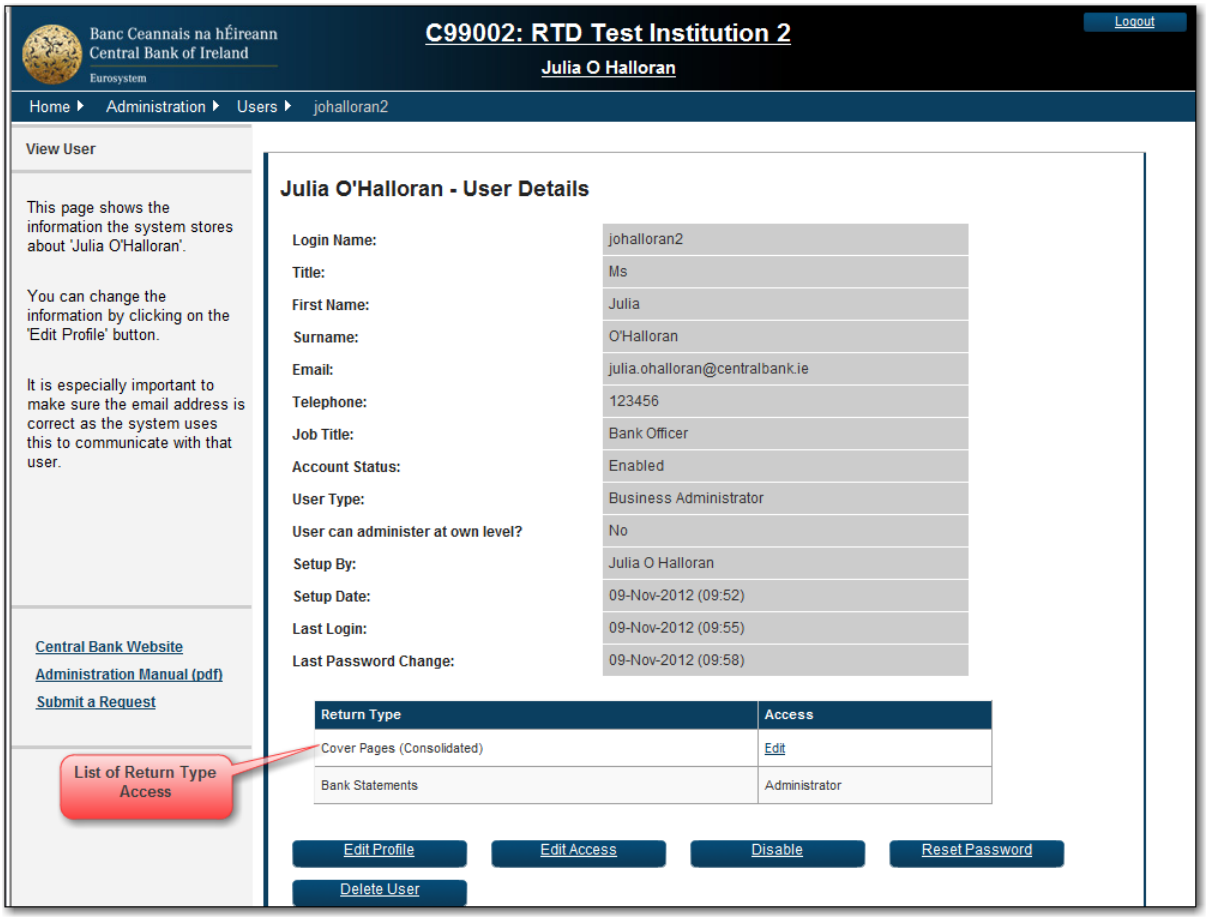
Fig 4.7 User roles

Role	Access
Edit	Upload, Edit, View and Finalise data
Verify	View and sign off data
View	View data

If this step is not completed, the User will not have access to view any returns

- The *User Details* page in Figure 4.8 appears displaying the user's details and returns access granted to this user. Click the link in the Access column to view the user's role details.

Fig 4.8


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Users
johalloran2
View User
This page shows the information the system stores about 'Julia O'Halloran'.
You can change the information by clicking on the 'Edit Profile' button.
It is especially important to make sure the email address is correct as the system uses this to communicate with that user.
Central Bank Website
Administration Manual (pdf)
Submit a Request
List of Return Type Access
Julia O'Halloran - User Details
Login Name: johalloran2
Title: Ms
First Name: Julia
Surname: O'Halloran
Email: julia.ohalloran@centralbank.ie
Telephone: 123456
Job Title: Bank Officer
Account Status: Enabled
User Type: Business Administrator
User can administer at own level? No
Setup By: Julia O Halloran
Setup Date: 09-Nov-2012 (09:52)
Last Login: 09-Nov-2012 (09:55)
Last Password Change: 09-Nov-2012 (09:58)
Return Type
Access
Cover Pages (Consolidated)
Edit
Bank Statements
Administrator
Edit Profile
Edit Access
Disable
Reset Password
Delete User

4.4 Self Service Password Reset

- To reset your own password please complete the following steps;

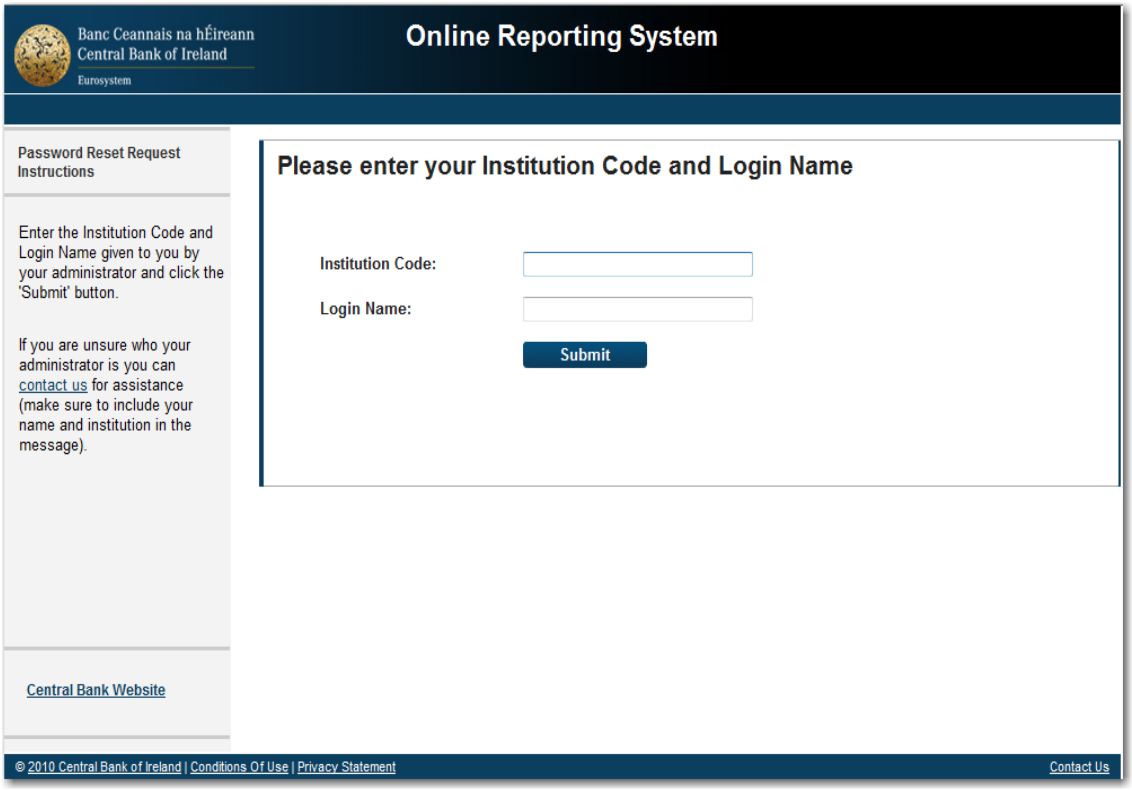
a) Click on the'**Forgot Password'** button on the left of figure 4.9 as indicated.

Fig 4.9

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator andthe password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please use the Forgot Password facility or contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Login to Online Reporting
Institution Code:
Login Name:
Password:
Login
Click Forgot Password
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us

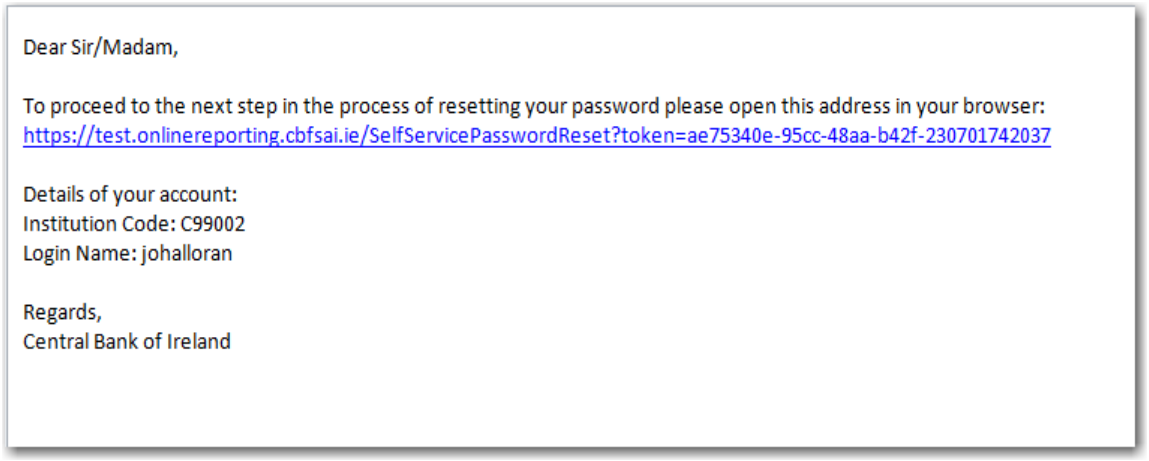
b) When prompted enter your Institution Code and Login-Name and Click '**Submit**'.(Figure 4.10)

Fig 4.10


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Password Reset Request Instructions
Enter the Institution Code and Login Name given to you by your administrator and click the 'Submit' button.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Central Bank Website
Please enter your Institution Code and Login Name
Institution Code:
Login Name:
Submit
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us

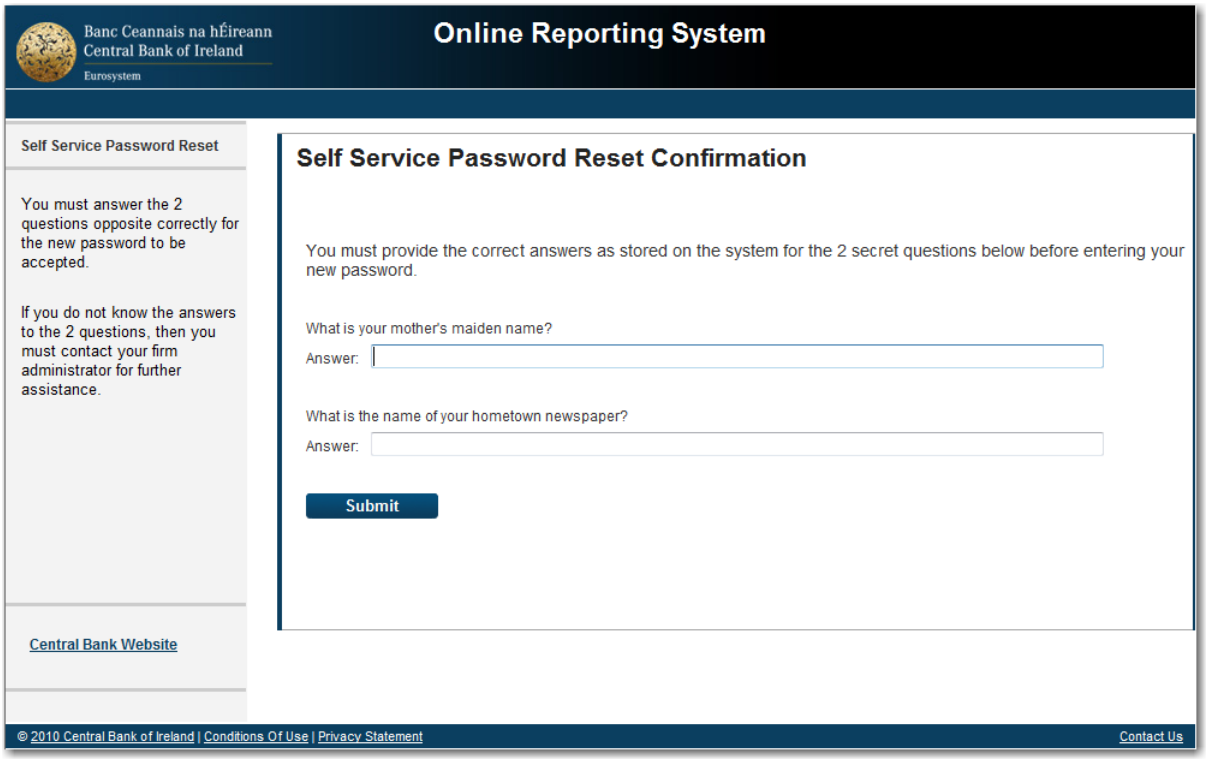
c) Once the Central Bank receives the request, an email is sent to your registered email address (Fig 4.11 refers). Please check your inbox and click on the link provided. If no mail is received please contact your Firm Administrator. Please note that for security purposes this link will expire in 60 minutes.

Fig 4.11


Dear Sir/Madam,
To proceed to the next step in the process of resetting your password please open this address in your browser:
https://test.onlinereporting.cbfsai.ie/SelfServicePasswordReset?token=ae75340e-95cc-48aa-b42f-230701742037
Details of your account:
Institution Code: C99002
Login Name: johalloran
Regards,
Central Bank of Ireland

d) You will then be prompted to provide the correct answers to your secret questions. Once done, click '**Submit'**. (Fig 4.12)Please contact the Central Bank if you do not remember the correct answers.

Fig 4.12

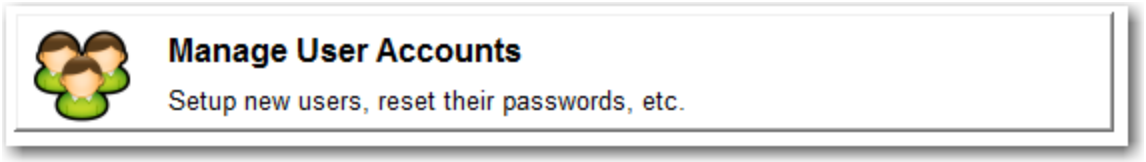

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Self Service Password Reset
You must answer the 2 questions opposite correctly for the new password to be accepted.
If you do not know the answers to the 2 questions, then you must contact your firm administrator for further assistance.
Central Bank Website
Self Service Password Reset Confirmation
You must provide the correct answers as stored on the system for the 2 secret questions below before entering your new password.
What is your mother's maiden name?
Answer:
What is the name of your hometown newspaper?
Answer:
Submit
© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement
Contact Us

e) Enter a new password. Please refer to the guidance directions on 'Strong Passwords' in section 2.4.1 and click **Change**. You will have successfully changed your password.

4.5 Reset a Password for another Users Account

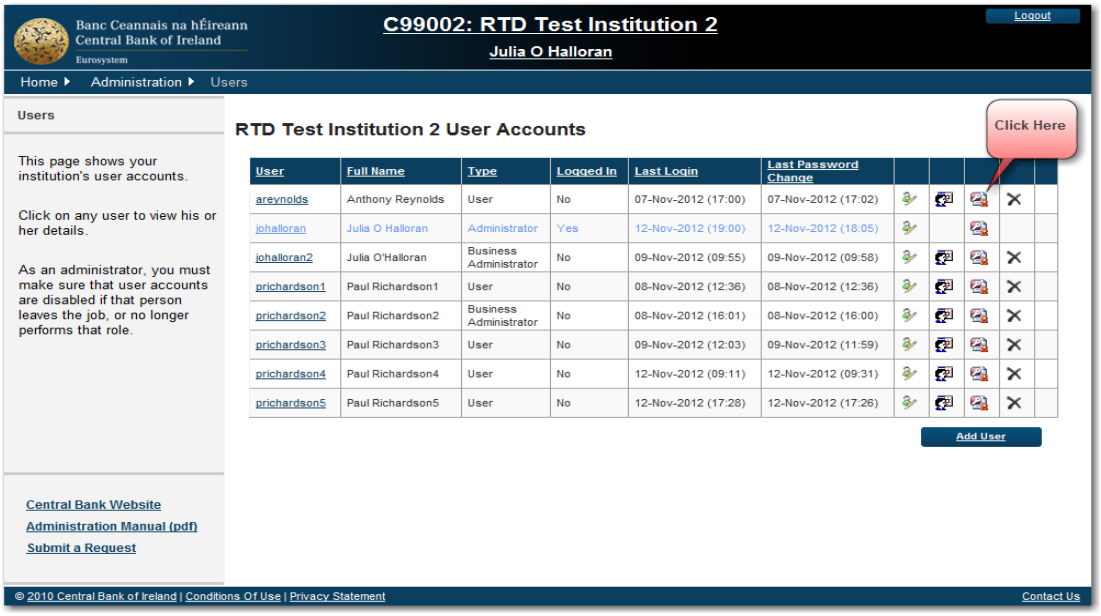
- On the Home Page (Fig 4) click '**Manage User Accounts'**.

Fig 4.13



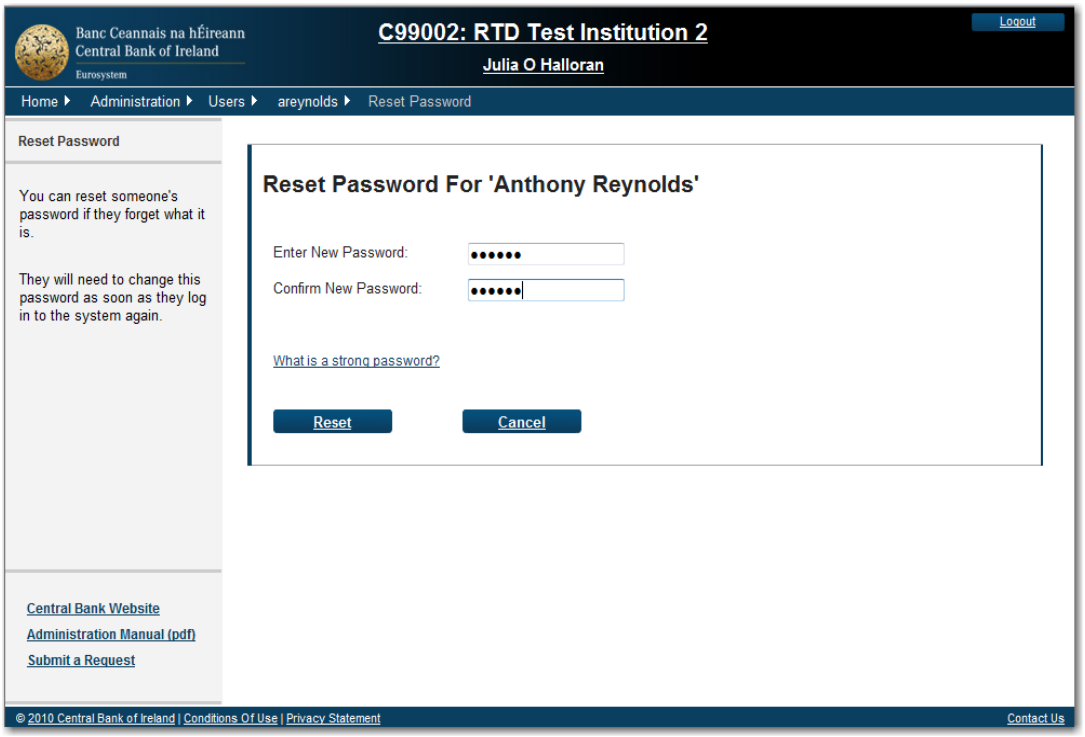
- The **User Accounts** page appears. Click the **Reset User Password icon** to the right of the name of the user whose password you wish to reset. (Fig 4.14)

Fig 4.14



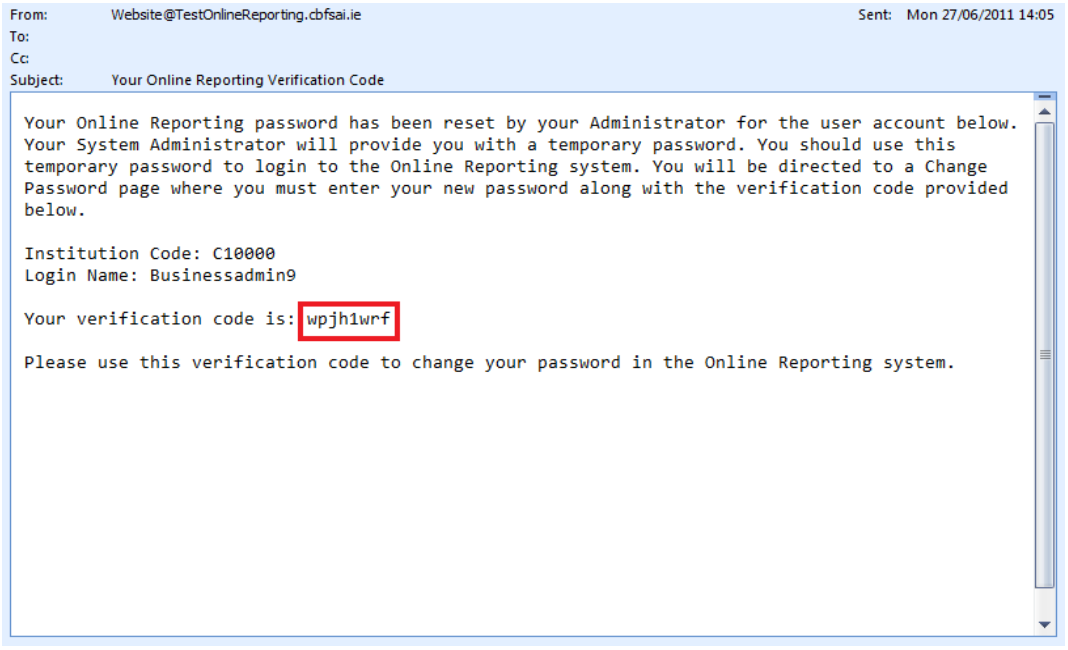
- The **Reset Password** confirmation screen appears. (Fig 4.15) Enter and confirm the new password (refer to 2.4.1 on password strengths) and click **Reset** (or click **Cancel** to return to the previous screen without changing the password).

Fig 4.15



- Once a User's password is reset, he/she will be sent a verification code. This verification code will be sent to the email address provided in '**My Profile'**. (Fig 4.16)

Fig 4.16


From: Website@TestOnlineReporting.cbfsai.ie
Sent: Mon 27/06/2011 14:05
To:
Cc:
Subject: Your Online Reporting Verification Code
Your Online Reporting password has been reset by your Administrator for the user account below. Your System Administrator will provide you with a temporary password. You should use this temporary password to login to the Online Reporting system. You will be directed to a Change Password page where you must enter your new password along with the verification code provided below.
Institution Code: C10000
Login Name: Businessadmin9
Your verification code is: wpjh1wrf
Please use this verification code to change your password in the Online Reporting system.

- When the user next logs into the Online Reporting System, he will be prompted to enter the temporary password as set by the Firm Administrator. Then enter and confirm a new password of choice. The user will enter his verification code and then click **Change**.(fig 4.17)

Fig 4.17

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Anthony Reynolds
Logout
Home
Administration
ChangePasswordAfterReset
Change Password After Reset
You should change your password regularly to ensure that it remains secret.
Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.
Change Your Password
To change your password, enter your new password in the first two text boxes and your verification code in the third text box.
Enter New Password*:
Confirm New Password*:
Enter Verification Code*:
What is a strong password?
Change
Cancel
Central Bank Website
Administration Manual (pdf)
Submit a Request
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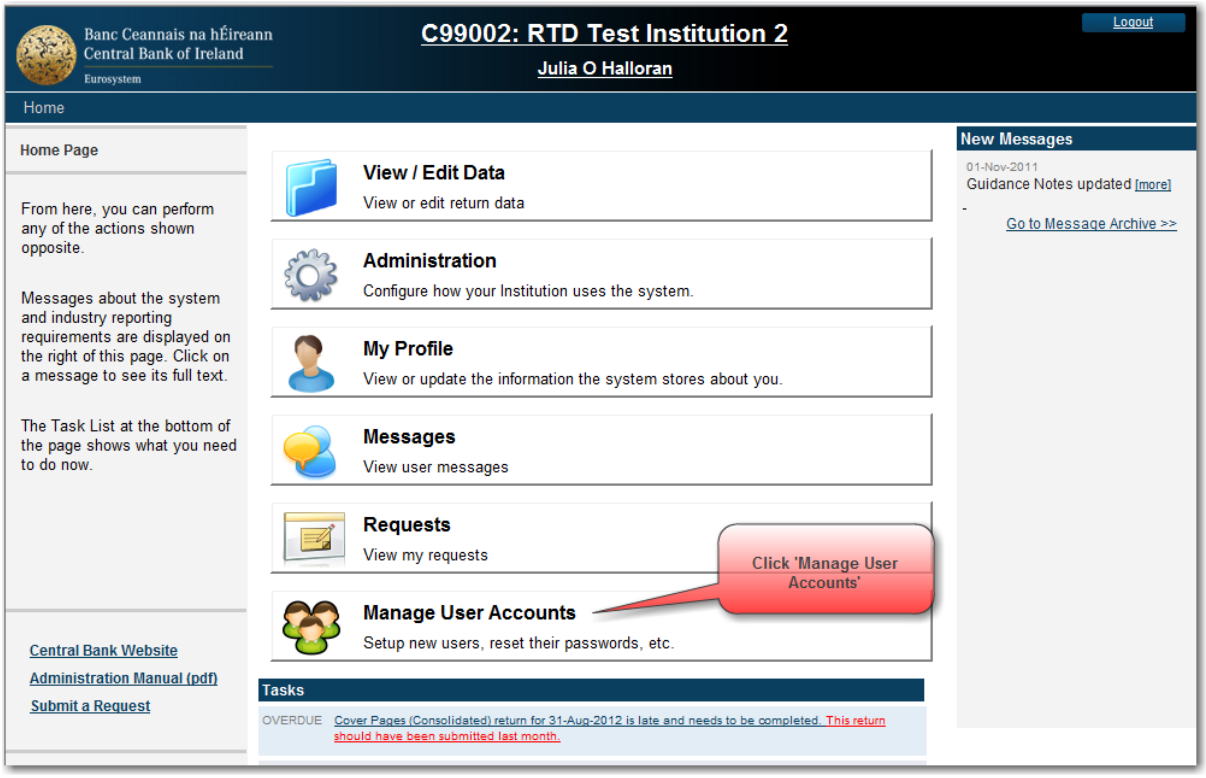
Contact Us

4.6 Disable/Enable a User's Account

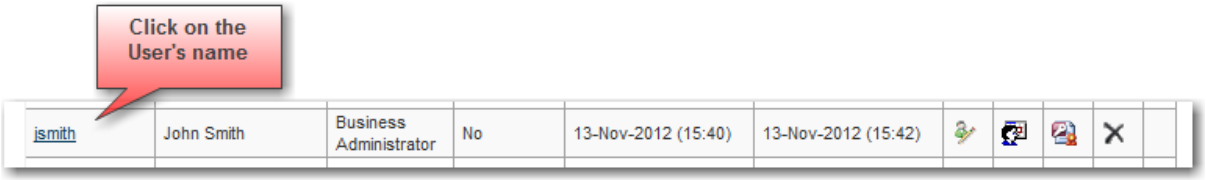
- This function should be used where a user no longer works in a firm or might be on temporary leave. The responsibility to maintain proper records of active users lies with the Firm Administrator.
- Click Manage User Accounts.(Fig 4.18)

Fig 4.18


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
Click 'Manage User Accounts'
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.

- Then click the user's name.

Fig 4.19



- Click on the ‘Disable’ button.

Fig 4.20

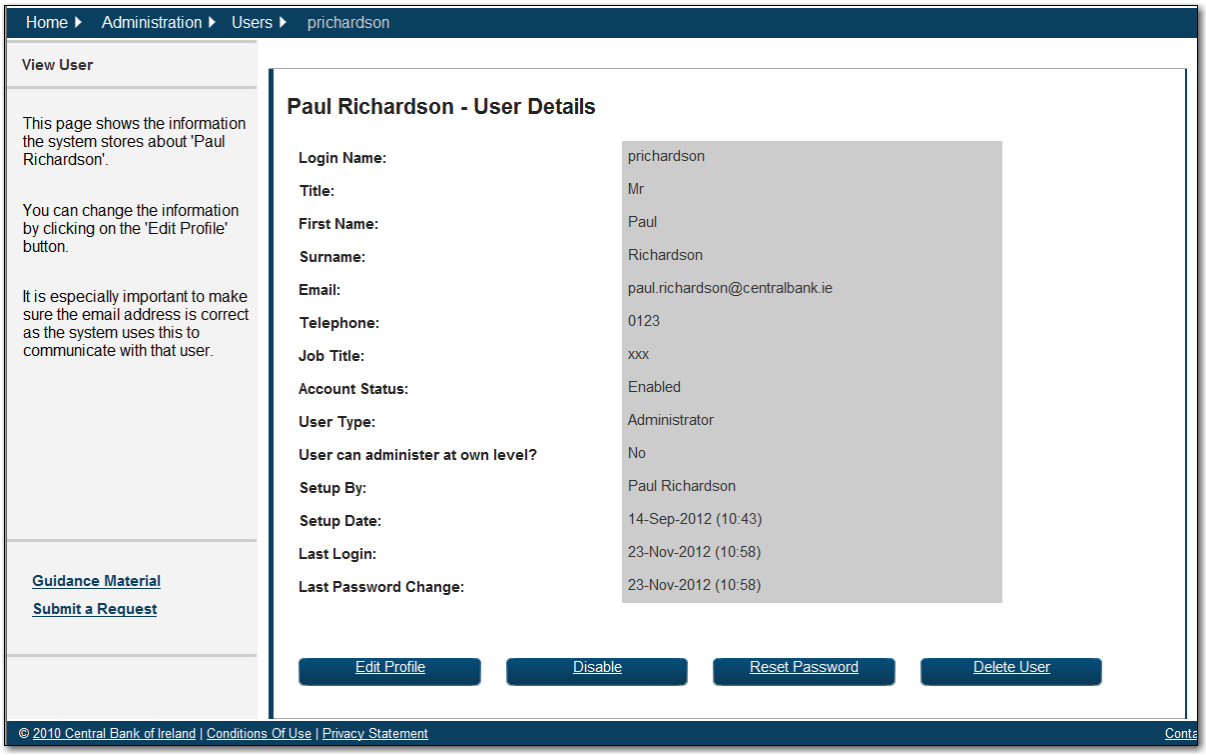

Home
Administration
Users
prichardson
View User
This page shows the information the system stores about 'Paul Richardson'.
You can change the information by clicking on the 'Edit Profile' button.
It is especially important to make sure the email address is correct as the system uses this to communicate with that user.
Guidance Material
Submit a Request
Paul Richardson - User Details
Login Name: prichardson
Title: Mr
First Name: Paul
Surname: Richardson
Email: paul.richardson@centralbank.ie
Telephone: 0123
Job Title: xxx
Account Status: Enabled
User Type: Administrator
User can administer at own level? No
Setup By: Paul Richardson
Setup Date: 14-Sep-2012 (10:43)
Last Login: 23-Nov-2012 (10:58)
Last Password Change: 23-Nov-2012 (10:58)
Edit Profile
Disable
Reset Password
Delete User
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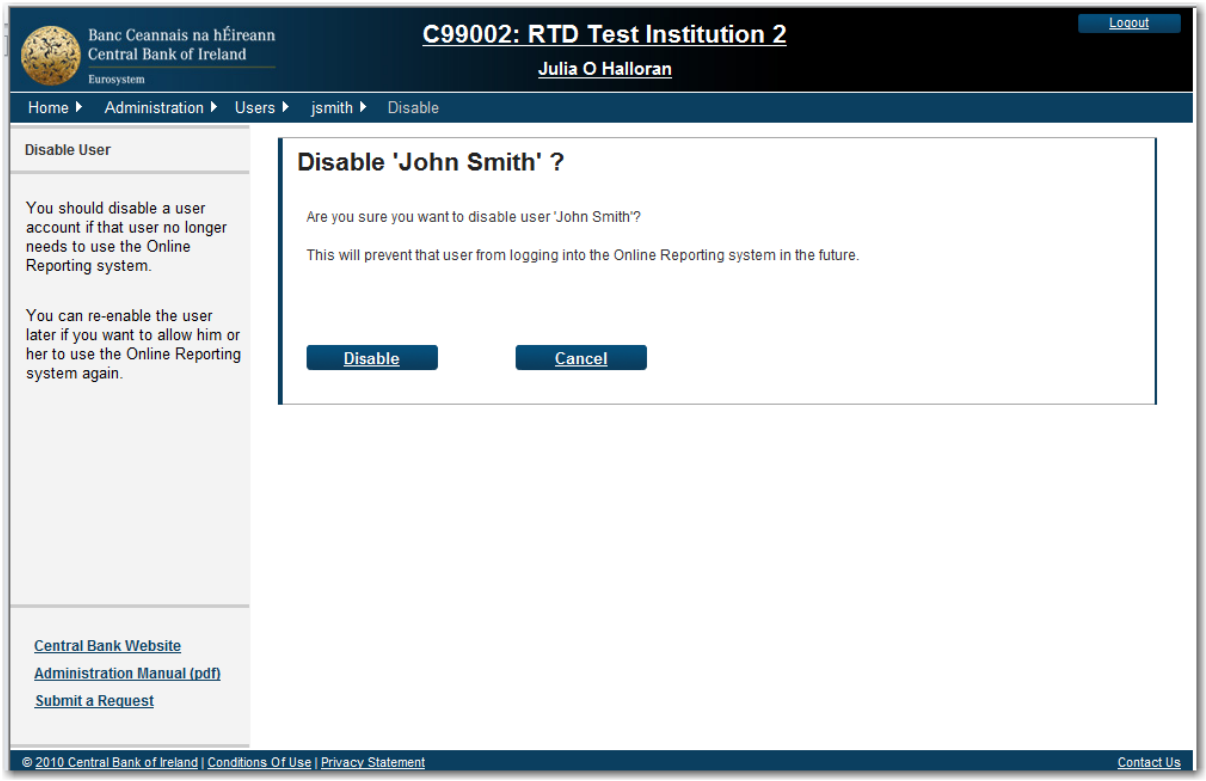
Fig 4.21


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Administration
Users
jsmith
Disable
Disable User
You should disable a user account if that user no longer needs to use the Online Reporting system.
You can re-enable the user later if you want to allow him or her to use the Online Reporting system again.
Central Bank Website
Administration Manual (pdf)
Submit a Request
Disable 'John Smith' ?
Are you sure you want to disable user 'John Smith'?
This will prevent that user from logging into the Online Reporting system in the future.
Disable
Cancel
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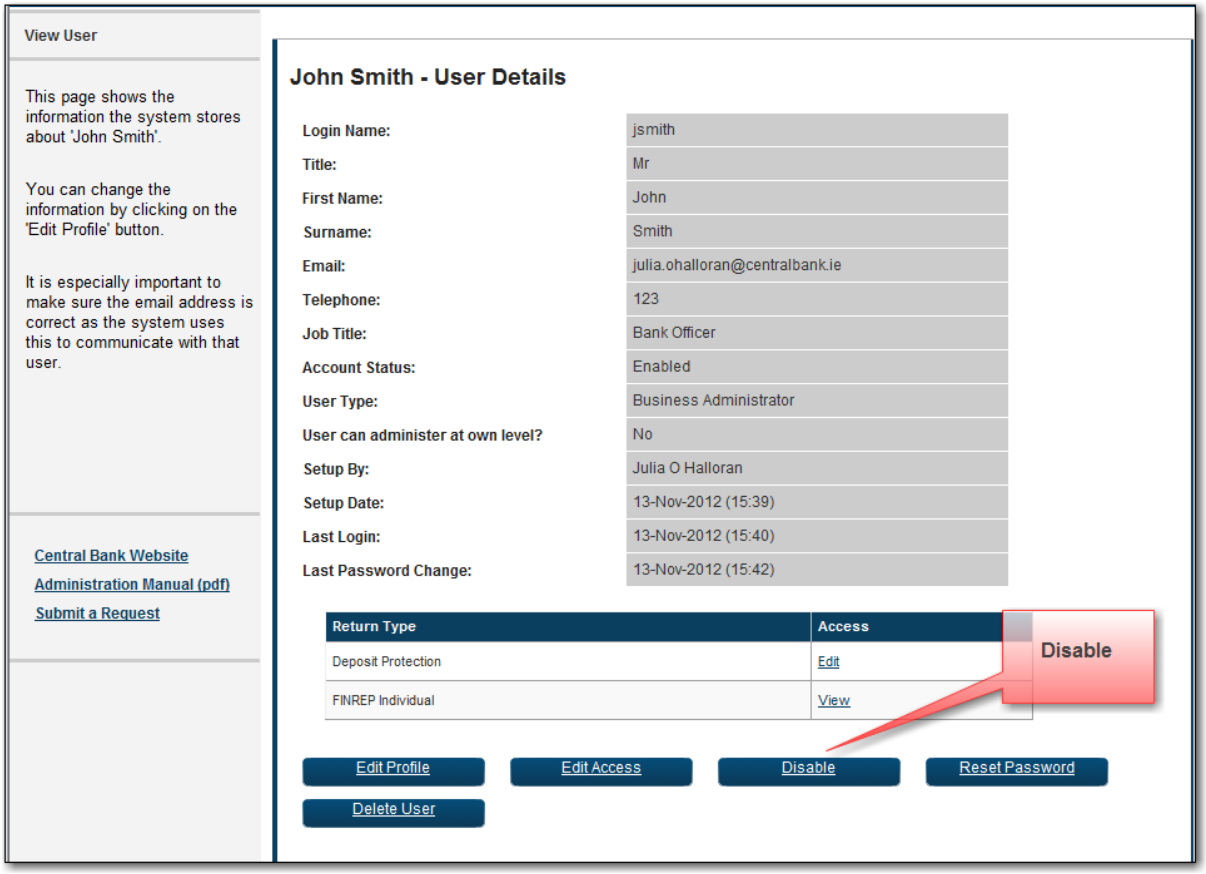
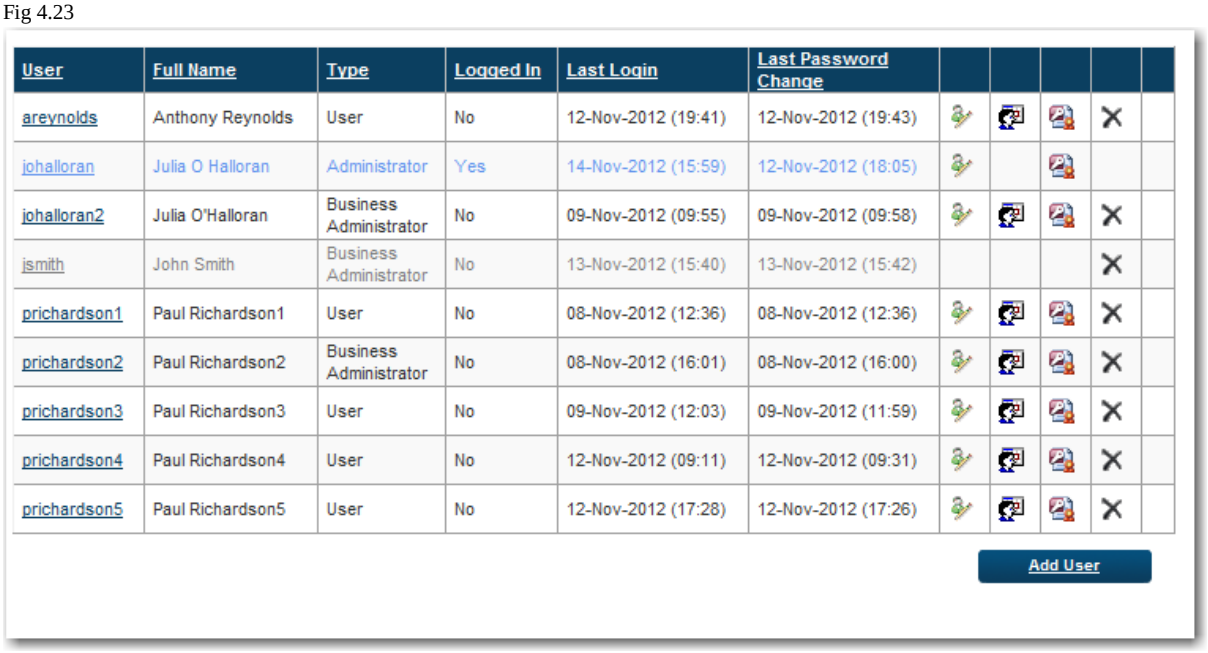
Contact Us

Fig 4.22



- The ***User Details*** screen is displayed, showing an ***Account Status*** of ***Disabled.***
- Click the **Enable** button to re-activate the users account.
- On the users account page Figure 4.23, the disabled user will be shaded in grey.

Fig 4.23



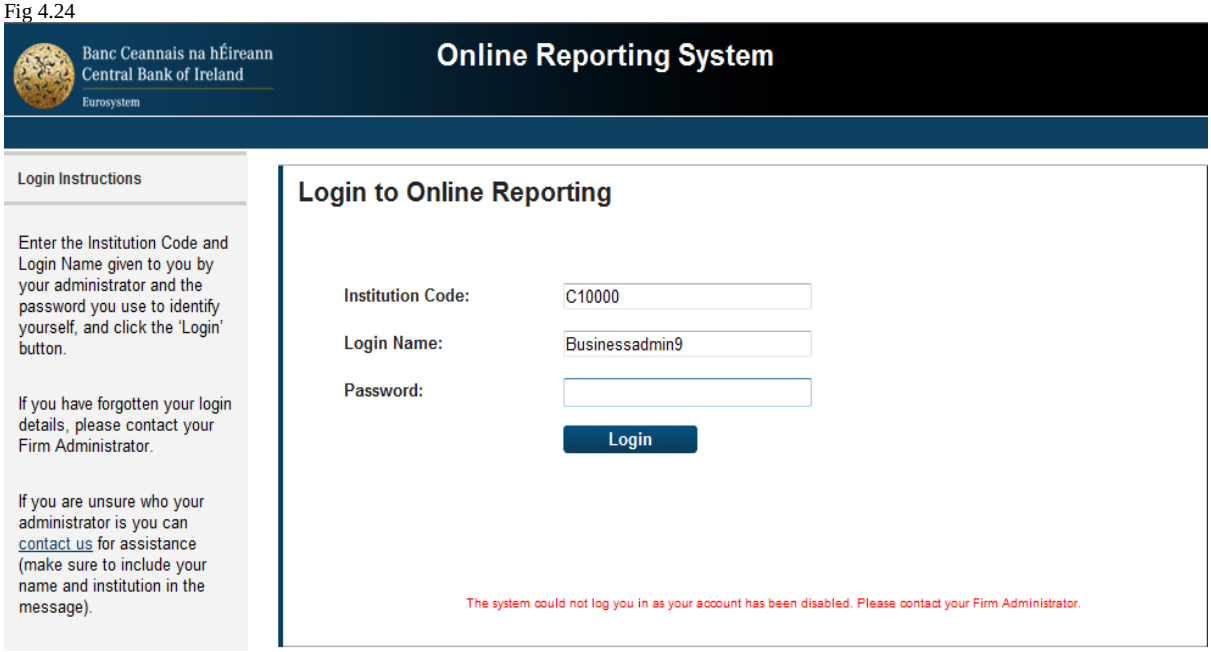
User	Full Name	Type	Logged In	Last Login	Last Password Change					
areynolds	Anthony Reynolds	User	No	12-Nov-2012 (19:41)	12-Nov-2012 (19:43)					
johalloran	Julia O Halloran	Administrator	Yes	14-Nov-2012 (15:59)	12-Nov-2012 (18:05)					
johalloran2	Julia O'Halloran	Business Administrator	No	09-Nov-2012 (09:55)	09-Nov-2012 (09:58)					
jsmith	John Smith	Business Administrator	No	13-Nov-2012 (15:40)	13-Nov-2012 (15:42)					
prichardson1	Paul Richardson1	User	No	08-Nov-2012 (12:36)	08-Nov-2012 (12:36)					
prichardson2	Paul Richardson2	Business Administrator	No	08-Nov-2012 (16:01)	08-Nov-2012 (16:00)					
prichardson3	Paul Richardson3	User	No	09-Nov-2012 (12:03)	09-Nov-2012 (11:59)					
prichardson4	Paul Richardson4	User	No	12-Nov-2012 (09:11)	12-Nov-2012 (09:31)					
prichardson5	Paul Richardson5	User	No	12-Nov-2012 (17:28)	12-Nov-2012 (17:26)					

Add User

- Refer to Figure 4.20 above on how to 'Delete' a user.

- When a disabled user next logs in, a message will be displayed on their **Login** screen, stating that the account has been disabled and advising the user to contact their **Firm Administrator**.(Fig 4.24)

Fig 4.24

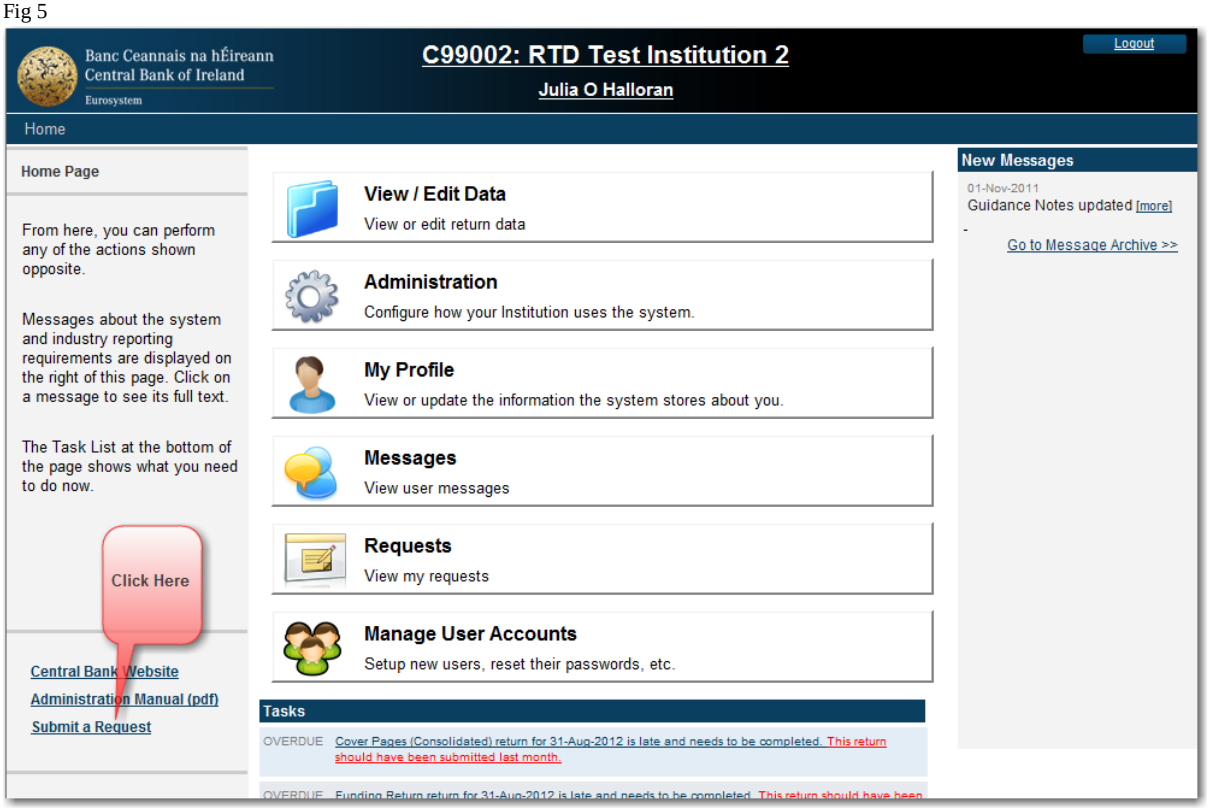

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
Online Reporting System
Login Instructions
Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.
If you have forgotten your login details, please contact your Firm Administrator.
If you are unsure who your administrator is you can contact us for assistance (make sure to include your name and institution in the message).
Login to Online Reporting
Institution Code:
C10000
Login Name:
Businessadmin9
Password:
Login
The system could not log you in as your account has been disabled. Please contact your Firm Administrator.

5 Submit a Request

5.1 Submit a Request: General Queries

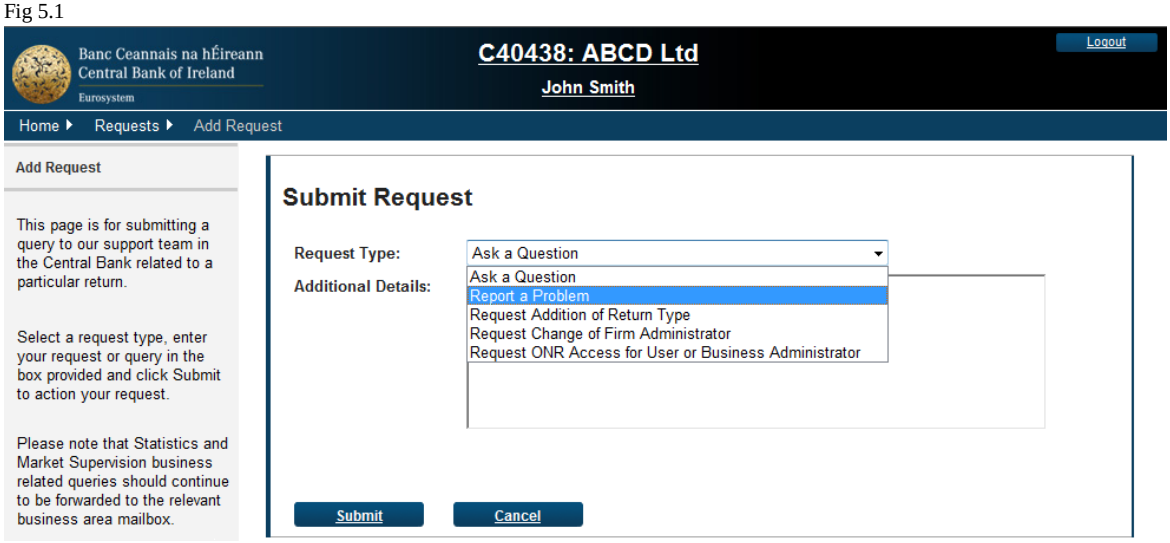
a) Queries must be submitted through the ONR using the Submit Request function. On the Home Page Click the **Submit a Request** link in the bottom left hand corner.

Fig 5


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Home Page
From here, you can perform any of the actions shown opposite.
Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.
The Task List at the bottom of the page shows what you need to do now.
Click Here
Central Bank Website
Administration Manual (pdf)
Submit a Request
View / Edit Data
View or edit return data
Administration
Configure how your Institution uses the system.
My Profile
View or update the information the system stores about you.
Messages
View user messages
Requests
View my requests
Manage User Accounts
Setup new users, reset their passwords, etc.
New Messages
01-Nov-2011
Guidance Notes updated [more]
Go to Message Archive >>
Tasks
OVERDUE Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.

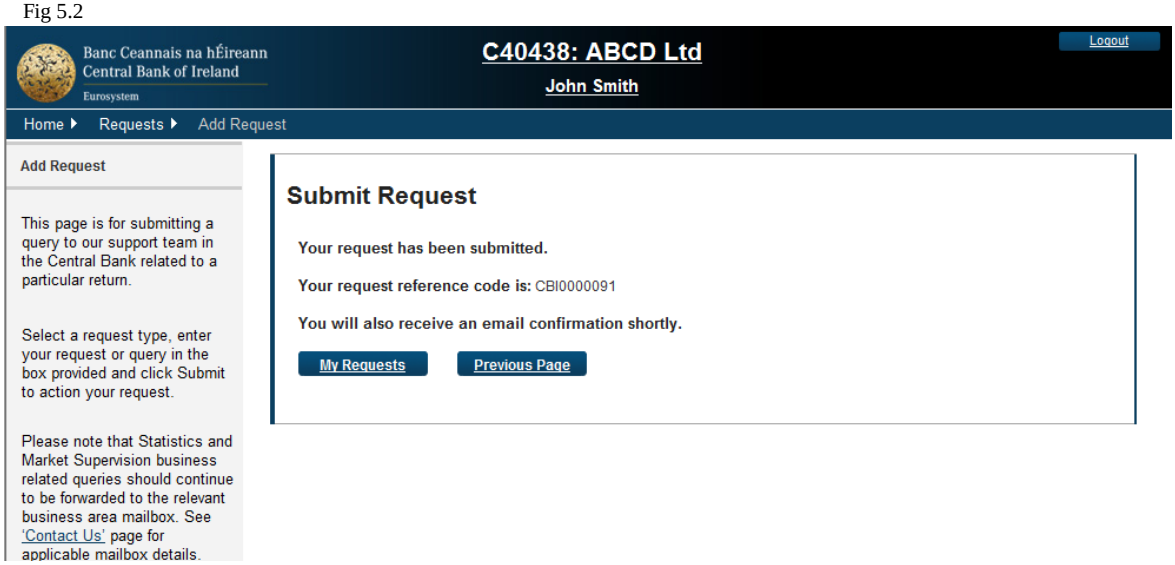
b) Select the type of query you wish to request from the dropdown list. Provide further information in the **Additional Details** textbox if appropriate. (Fig 5.1)

Fig 5.1


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Requests
Add Request
Add Request
This page is for submitting a query to our support team in the Central Bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Please note that Statistics and Market Supervision business related queries should continue to be forwarded to the relevant business area mailbox.
Submit Request
Request Type:
Ask a Question
Additional Details:
Ask a Question
Report a Problem
Request Addition of Return Type
Request Change of Firm Administrator
Request ONR Access for User or Business Administrator
Submit
Cancel

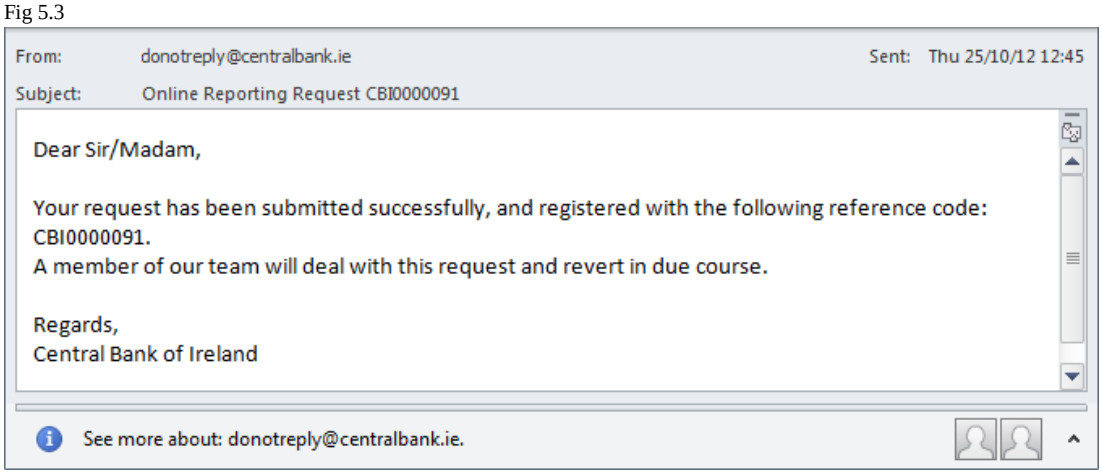
c) The Submit Request screen will appear on the ONR with a reference code.(Fig 5.2) Your *Request* will then be processed.

Fig 5.2


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Requests
Add Request
Add Request
This page is for submitting a query to our support team in the Central Bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Please note that Statistics and Market Supervision business related queries should continue to be forwarded to the relevant business area mailbox. See 'Contact Us' page for applicable mailbox details.
Submit Request
Your request has been submitted.
Your request reference code is: CBI0000091
You will also receive an email confirmation shortly.
My Requests
Previous Page

d) You will also receive a notification email with the request reference code to confirm that your query has been submitted. (Fig 5.3)

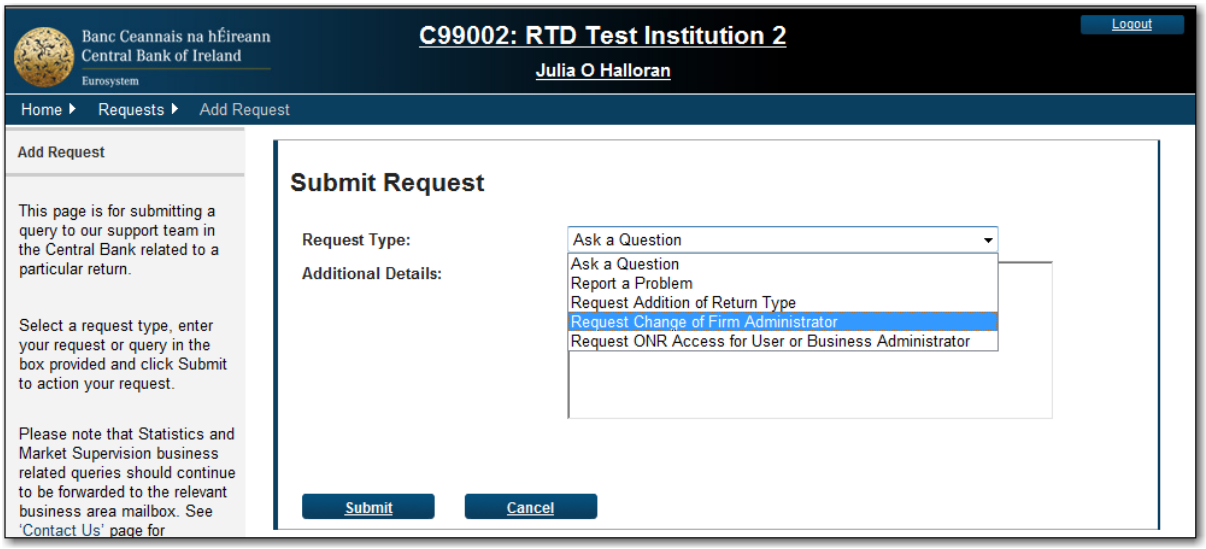
Fig 5.3


From: donotreply@centralbank.ie
Sent: Thu 25/10/12 12:45
Subject: Online Reporting Request CBI0000091
Dear Sir/Madam,
Your request has been submitted successfully, and registered with the following reference code: CBI0000091.
A member of our team will deal with this request and revert in due course.
Regards,
Central Bank of Ireland
See more about: donotreply@centralbank.ie.

Submit a Request: Change of Administrator

- This is an almost identical process to the submission of general queries in Section 5.1. For Firm Administrator Changes please select **Request Change of Firm Administrator** from the drop down menu in step (b) and click **Submit**. (Fig 5.4)

Fig 5.4


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C99002: RTD Test Institution 2
Julia O Halloran
Logout
Home
Requests
Add Request
Add Request
This page is for submitting a query to our support team in the Central Bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Please note that Statistics and Market Supervision business related queries should continue to be forwarded to the relevant business area mailbox. See 'Contact Us' page for
Submit Request
Request Type:
Ask a Question
Additional Details:
Ask a Question
Report a Problem
Request Addition of Return Type
Request Change of Firm Administrator
Request ONR Access for User or Business Administrator
Submit
Cancel

- As is the case with general queries, (Fig 5.2) a request reference code will be displayed to signify that a request has been submitted. Your *Request* will be processed. You will then receive an email with a unique reference code like in Figure 5.3. You will be notified by email once your request is complete.

5.2 Submit a Request: Return Specific Queries

a) To submit a Query relating to a specific return type, click *View/Edit Data* on the Home page.(Fig 5.5)

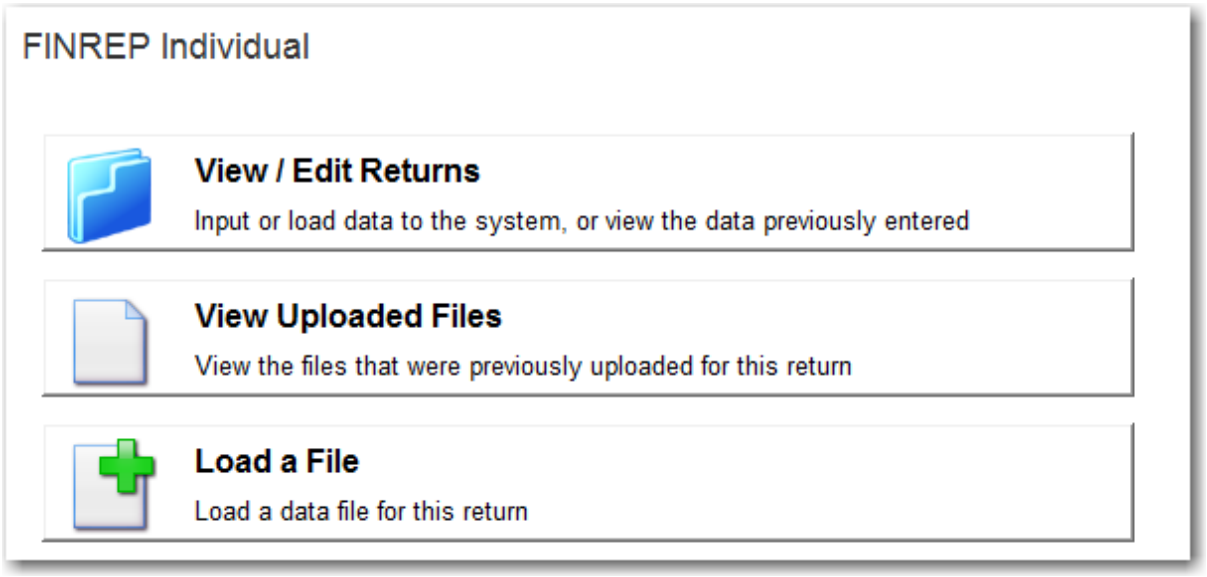
Fig 5.5

b) Click on the specific return type that your query relates to; in this Fig 5.6, the FINREP return has been selected.

Fig 5.6

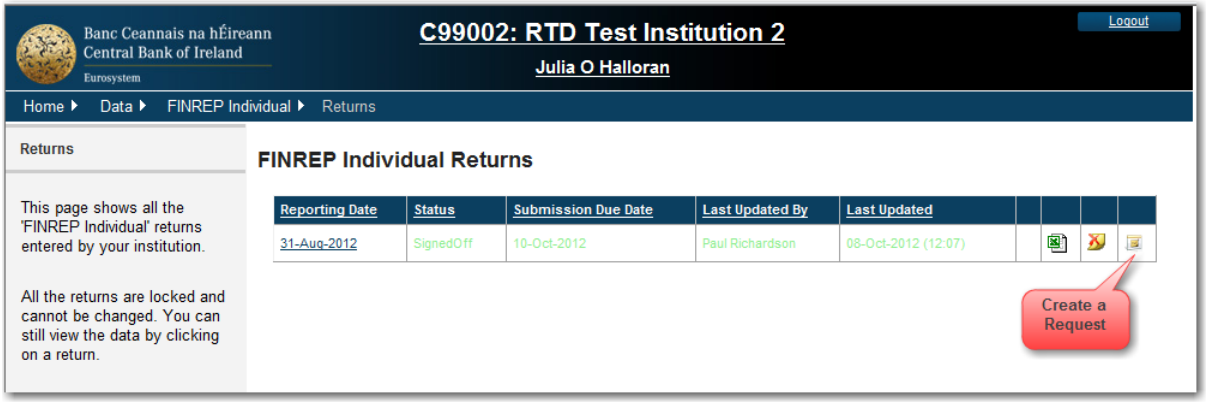
c) In the next window (Fig 5.7) click *View/Edit Returns*.

Fig 5.7


FINREP Individual
View / Edit Returns
Input or load data to the system, or view the data previously entered
View Uploaded Files
View the files that were previously uploaded for this return
Load a File
Load a data file for this return

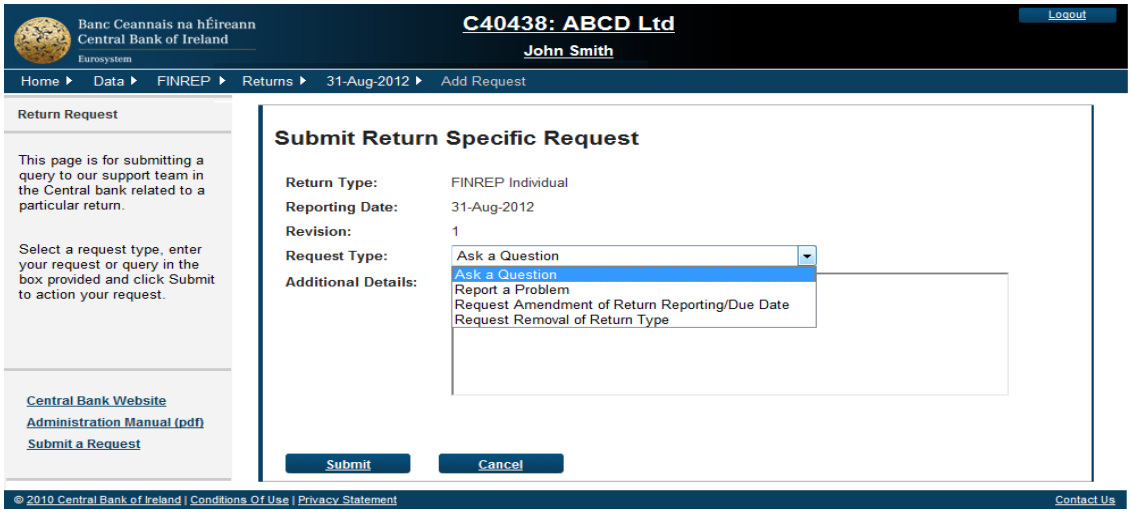
d) Click the *Create a Request* icon as seen in Fig 5.8

Fig 5.8



e) Select the type of query you wish to report from the dropdown list. Provide further information in the **Additional Details** textbox, if appropriate. Click **Submit**. (Fig 5.9)

Fig 5.9



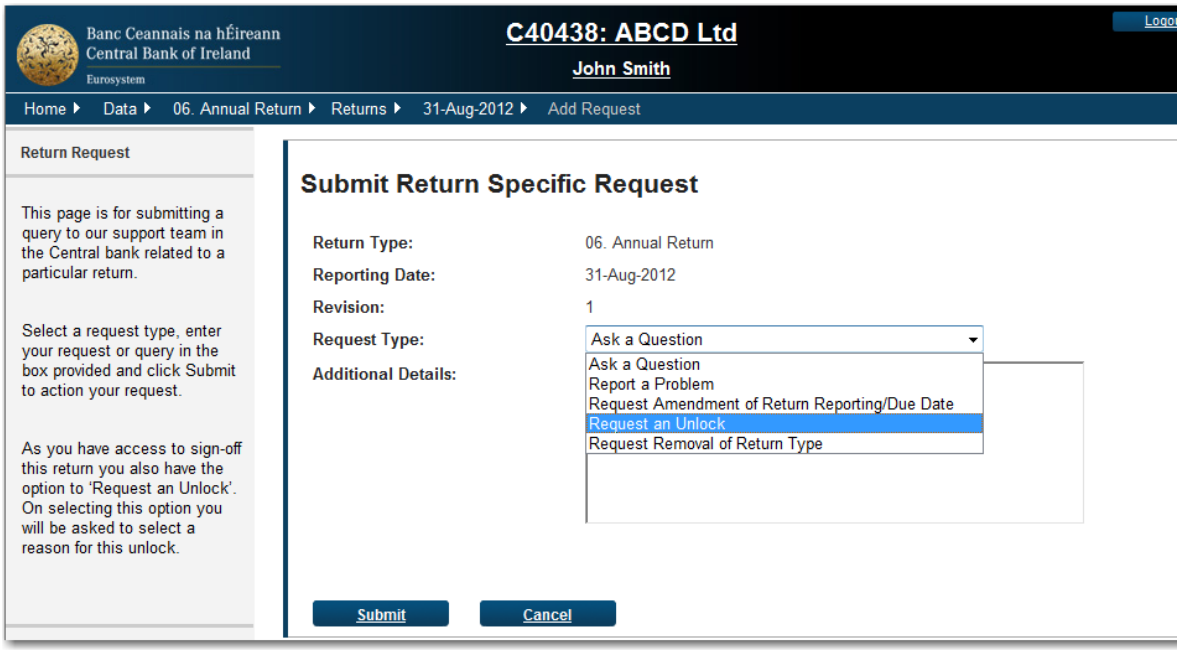
f) Your *Request* will then be submitted to the Central Bank and the ONR will issue a request reference code as set out in the general queries section along with an email (Fig 5.3) and notification that your request has been completed.

5.3 Submit a Request: Unlock a Return

- On the Home page, select **View/Edit Data**.
- From the list of returns displayed select the return that you require to have unlocked.
- You will then be prompted to select **View/Edit Returns.** Select the **Create a Request** icon as shown in Fig 5.10.

Fig 5.10

Fig 5.11


Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Home
Data
06. Annual Return
Returns
31-Aug-2012
Add Request
Return Request
This page is for submitting a query to our support team in the Central bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
As you have access to sign-off this return you also have the option to 'Request an Unlock'. On selecting this option you will be asked to select a reason for this unlock.
Submit Return Specific Request
Return Type:
06. Annual Return
Reporting Date:
31-Aug-2012
Revision:
1
Request Type:
Ask a Question
Additional Details:
Ask a Question
Report a Problem
Request Amendment of Return Reporting/Due Date
Request an Unlock
Request Removal of Return Type
Submit
Cancel

- Select the **Request an Unlock** option from the drop down menu in Fig 5.11

- You will be prompted to select an **Unlock Reason** from the second drop-down menu. Provide additional details where you deem fit and select **Submit**.(Fig 5.12)

Fig 5.12

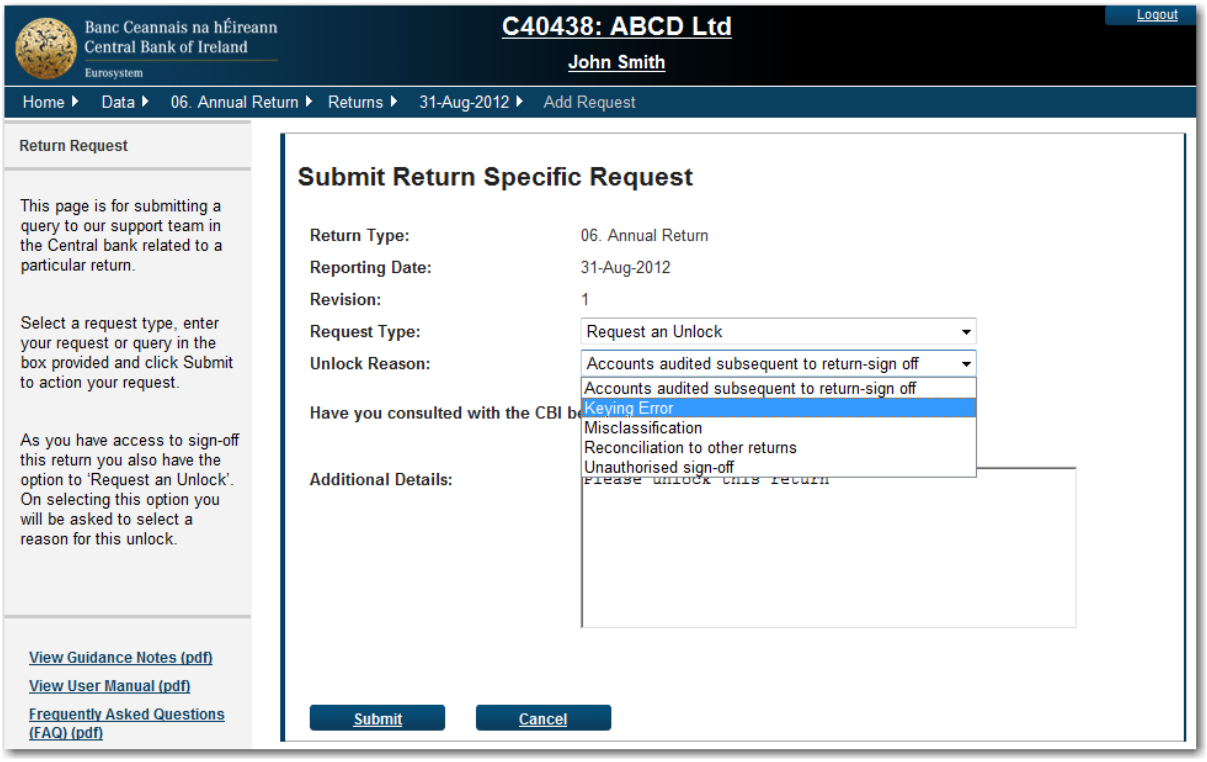

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Data
06. Annual Return
Returns
31-Aug-2012
Add Request
Return Request
This page is for submitting a query to our support team in the Central bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
As you have access to sign-off this return you also have the option to 'Request an Unlock'. On selecting this option you will be asked to select a reason for this unlock.
View Guidance Notes (pdf)
View User Manual (pdf)
Frequently Asked Questions (FAQ) (pdf)
Submit Return Specific Request
Return Type:
06. Annual Return
Reporting Date:
31-Aug-2012
Revision:
1
Request Type:
Request an Unlock
Unlock Reason:
Accounts audited subsequent to return-sign off
Accounts audited subsequent to return-sign off
Keying Error
Misclassification
Reconciliation to other returns
Unauthorised sign-off
Have you consulted with the CBI b
Additional Details:
Please unlock this return
Submit
Cancel

Fig 5.13

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem
C40438: ABCD Ltd
John Smith
Logout
Home
Data
06. Annual Return
Returns
31-Aug-2012
Add Request
Return Request
This page is for submitting a query to our support team in the Central bank related to a particular return.
Select a request type, enter your request or query in the box provided and click Submit to action your request.
Submit Return Specific Request
Your request has been submitted.
Your request reference code is: CBI0000143
You will also receive an email confirmation shortly.
My Requests
Back to Returns

- Figure 5.13 is the screen that appears once a request is successfully submitted. It contains a unique request reference code. Select the **My Requests** button to see the tasks outstanding as detailed in Figure 5.14

Fig 5.14

5.4 My Requests

- To see a full list of your queries, click *Requests* on the homepage. (Fig 5.15)

Fig 5.15

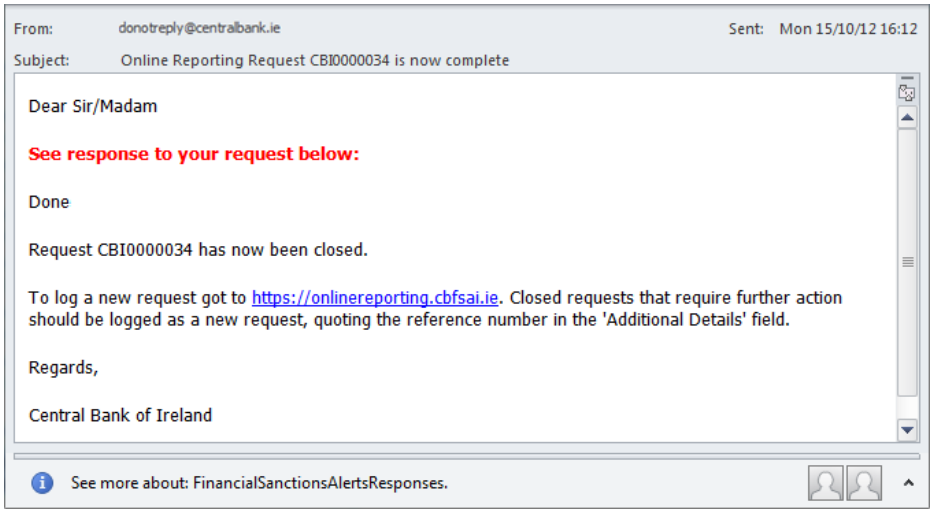
- All *Requests* submitted by the *User* will appear with their current *Status*.(Fig 5.16)

Fig 5.16

5.5 Closing of Requests

- When a request has been completed or query answered the person who asks the question will receive an automated email to notify them that the matter has been dealt with. (Fig 5.17)

Fig 5.17


From: donotreply@centralbank.ie
Sent: Mon 15/10/12 16:12
Subject: Online Reporting Request CBI0000034 is now complete
Dear Sir/Madam
See response to your request below:
Done
Request CBI0000034 has now been closed.
To log a new request got to https://onlinereporting.cbfsai.ie. Closed requests that require further action should be logged as a new request, quoting the reference number in the 'Additional Details' field.
Regards,
Central Bank of Ireland
See more about: FinancialSanctionsAlertsResponses.

6 Returns Management: Reminders/Acknowledgments

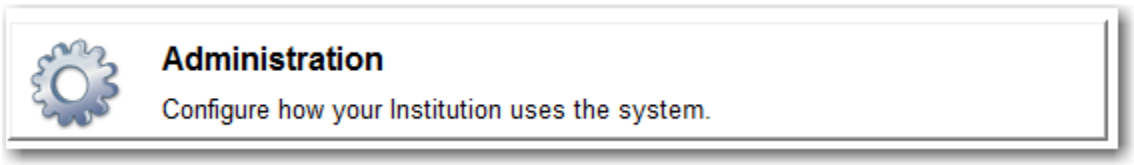
6.1 Institution Reminders/Acknowledgements: Overview

Institutions may set the pre-filing and post-filing reminders they receive from the Central Bank as they relate both to the firm as a whole and for each return type. Please note the Institution cannot control non-filing reminders. The Institution can decide whether they would like to receive acknowledgments following submission.

6.2 Institution Reminders/Acknowledgements: Process per Institution

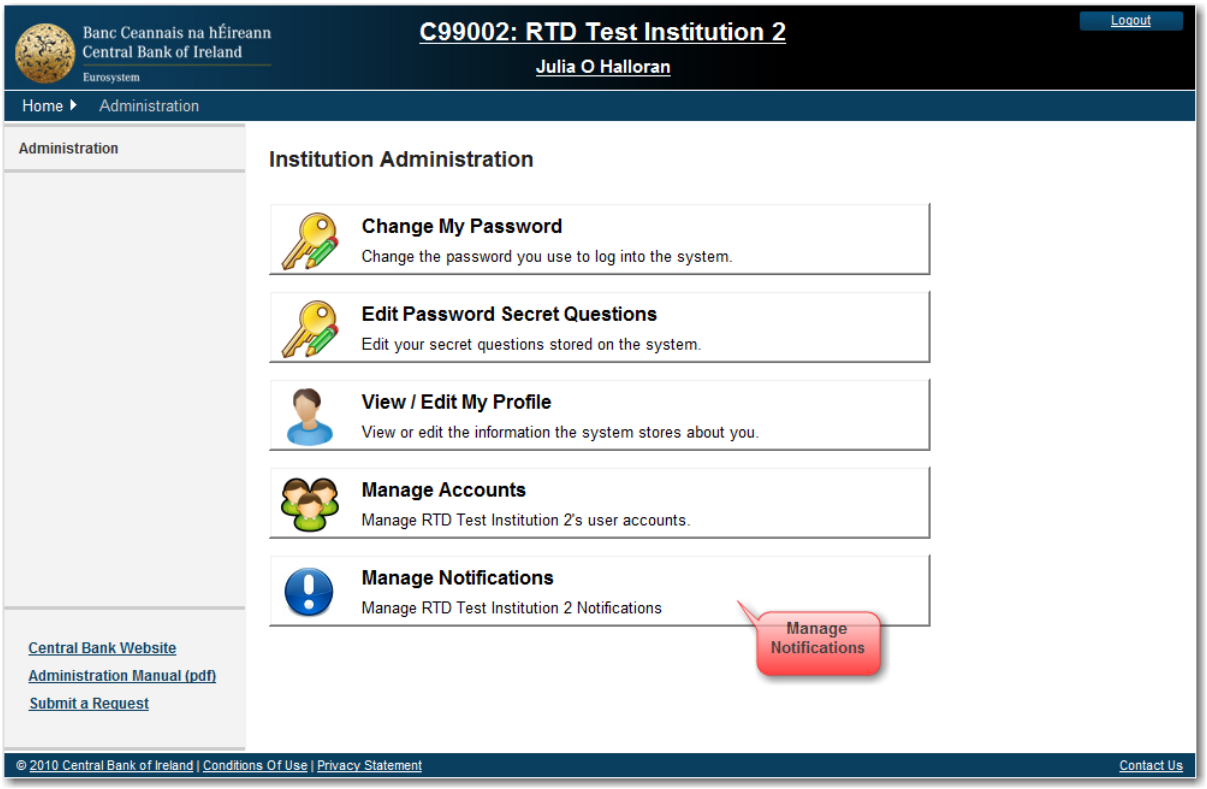
- On the Home page, select **Administration**. (Fig 6.1)

Fig 6.1



- On the Administration Page in Fig 6.2 select **Manage Notifications**.

Fig 6.2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Logout
Home
Administration
Administration
Central Bank Website
Administration Manual (pdf)
Submit a Request
Institution Administration
Change My Password
Change the password you use to log into the system.
Edit Password Secret Questions
Edit your secret questions stored on the system.
View / Edit My Profile
View or edit the information the system stores about you.
Manage Accounts
Manage RTD Test Institution 2's user accounts.
Manage Notifications
Manage RTD Test Institution 2 Notifications
Manage Notifications
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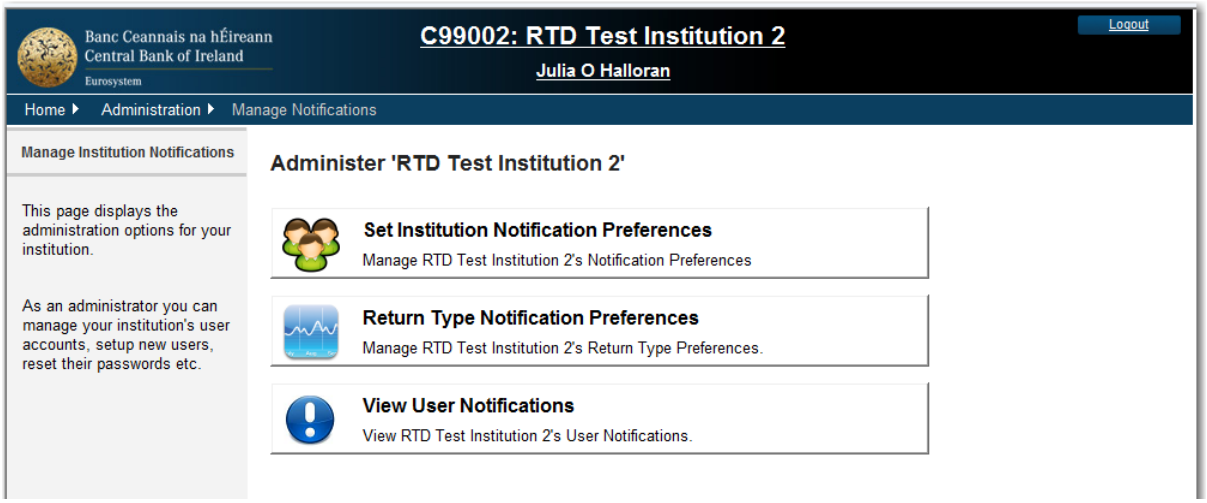
- Select the **Set Institution Notification Preferences** option (Fig 6.4) allows the user to determine the frequency of notifications for the firm as a whole, while the return type notification preference option enables the user to customise reminders for each return type.

Fig 6.3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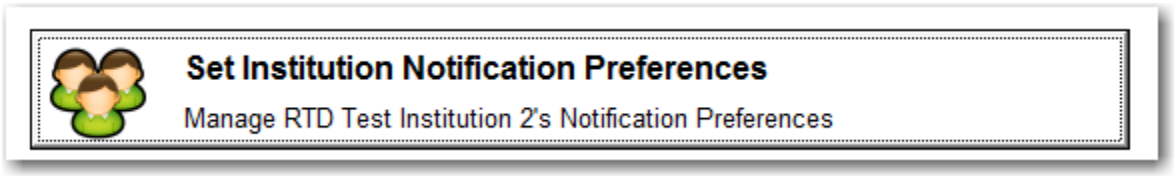
Logout
Home
Administration
Manage Notifications
Manage Institution Notifications
This page displays the administration options for your institution.
As an administrator you can manage your institution's user accounts, setup new users, reset their passwords etc.
Administer 'RTD Test Institution 2'
Set Institution Notification Preferences
Manage RTD Test Institution 2's Notification Preferences
Return Type Notification Preferences
Manage RTD Test Institution 2's Return Type Preferences.
View User Notifications
View RTD Test Institution 2's User Notifications.

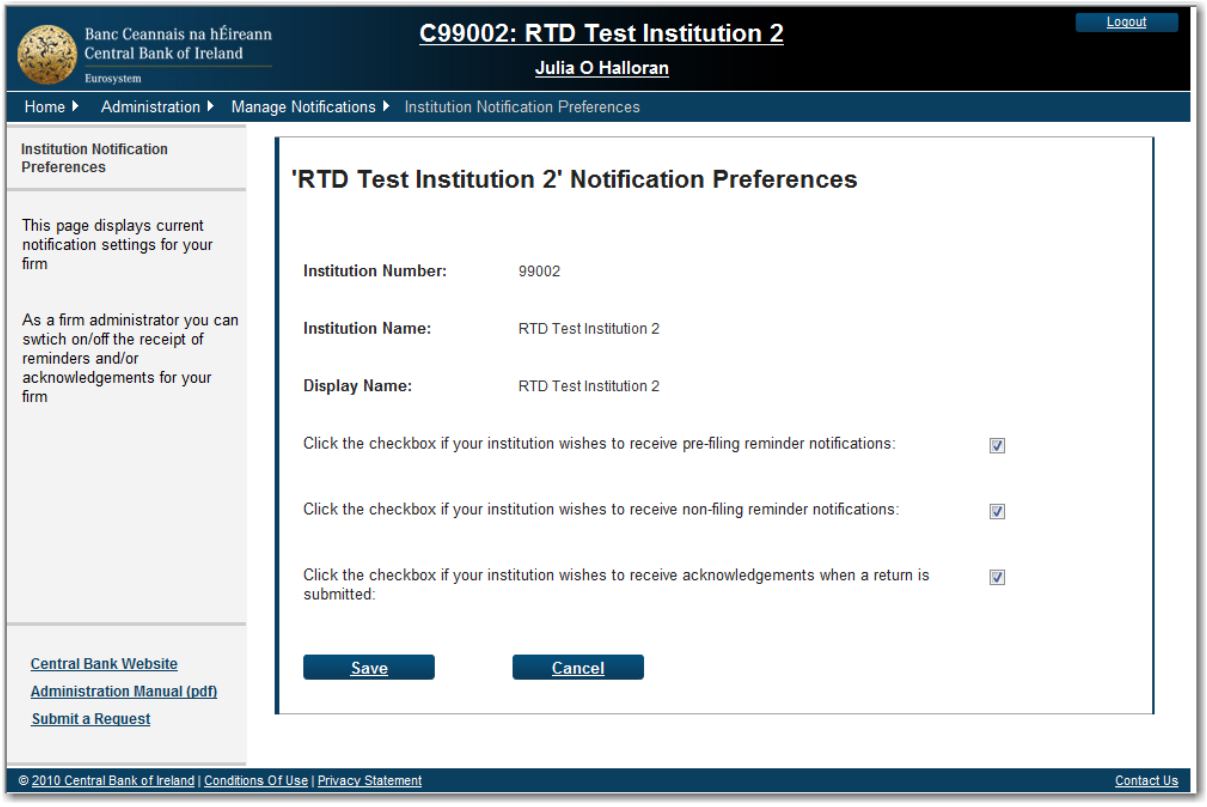
Fig 6.4



As can be seen in Figure 6.5, Check and uncheck the box(es) on the right hand side to select particular reminders and click **Save**.

- Pre-filing reminders
- Non-filing reminders
- Return acknowledgements

Fig 6.5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Home
Administration
Manage Notifications
Institution Notification Preferences
Institution Notification Preferences
This page displays current notification settings for your firm
As a firm administrator you can swtich on/off the receipt of reminders and/or acknowledgements for your firm
'RTD Test Institution 2' Notification Preferences
Institution Number: 99002
Institution Name: RTD Test Institution 2
Display Name: RTD Test Institution 2
Click the checkbox if your institution wishes to receive pre-filing reminder notifications:
Click the checkbox if your institution wishes to receive non-filing reminder notifications:
Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted:
Save
Cancel
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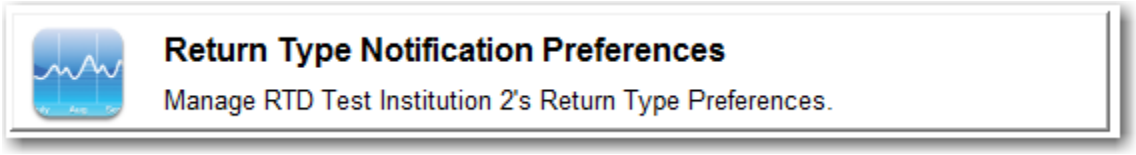
6.3 Institution Reminders/Acknowledgements: Process per Return Type

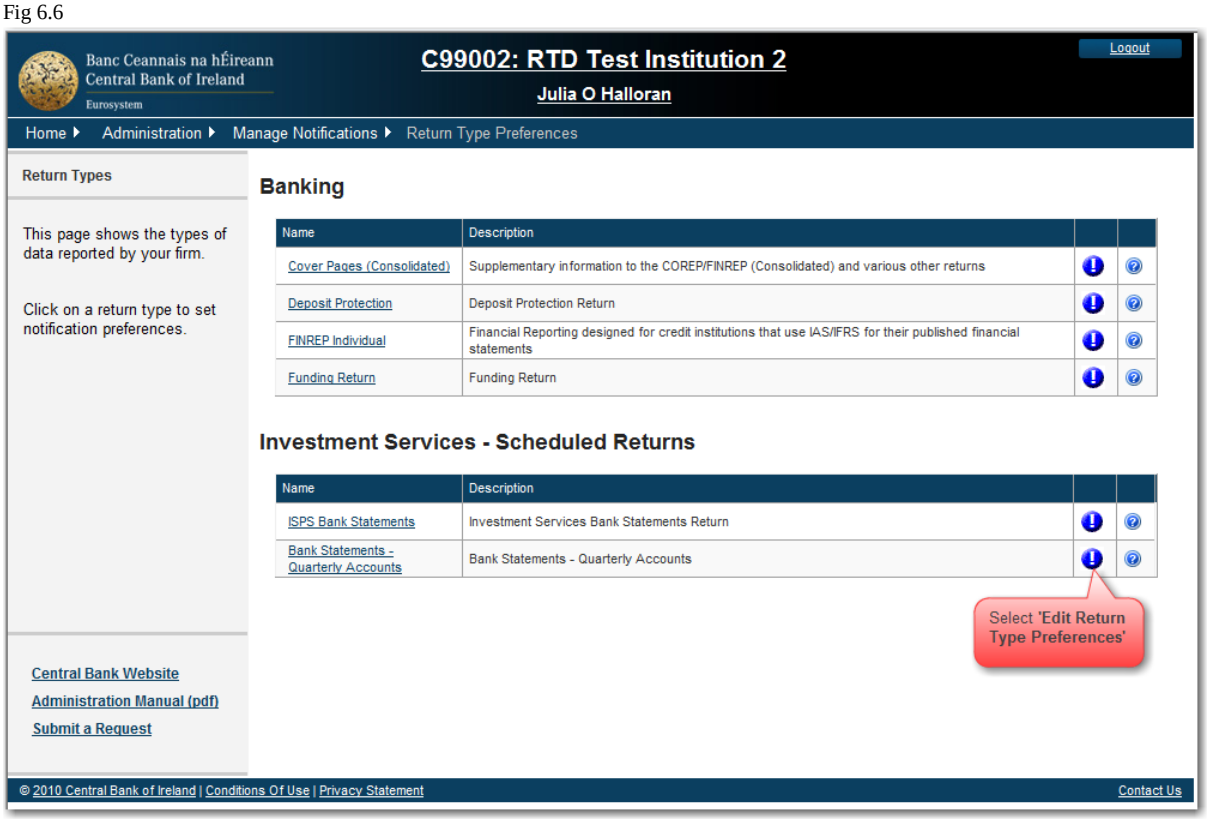
- To begin, select **Return Type Notification Preferences**. (Fig 6.5)

Fig 6.5



- Figure 6.6 shows the return types as submitted by your Insitution. Select the blue icon **Edit Return Type Preferences** to chose which return type, to be customised.

Fig 6.6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Home
Administration
Manage Notifications
Return Type Preferences
Return Types
This page shows the types of data reported by your firm.
Click on a return type to set notification preferences.
Banking
Name
Description
Cover Pages (Consolidated)
Supplementary information to the COREP/FINREP (Consolidated) and various other returns
Deposit Protection
Deposit Protection Return
FINREP Individual
Financial Reporting designed for credit institutions that use IAS/IFRS for their published financial statements
Funding Return
Funding Return
Investment Services - Scheduled Returns
ISPS Bank Statements
Investment Services Bank Statements Return
Bank Statements - Quarterly Accounts
Bank Statements - Quarterly Accounts
Select 'Edit Return Type Preferences'
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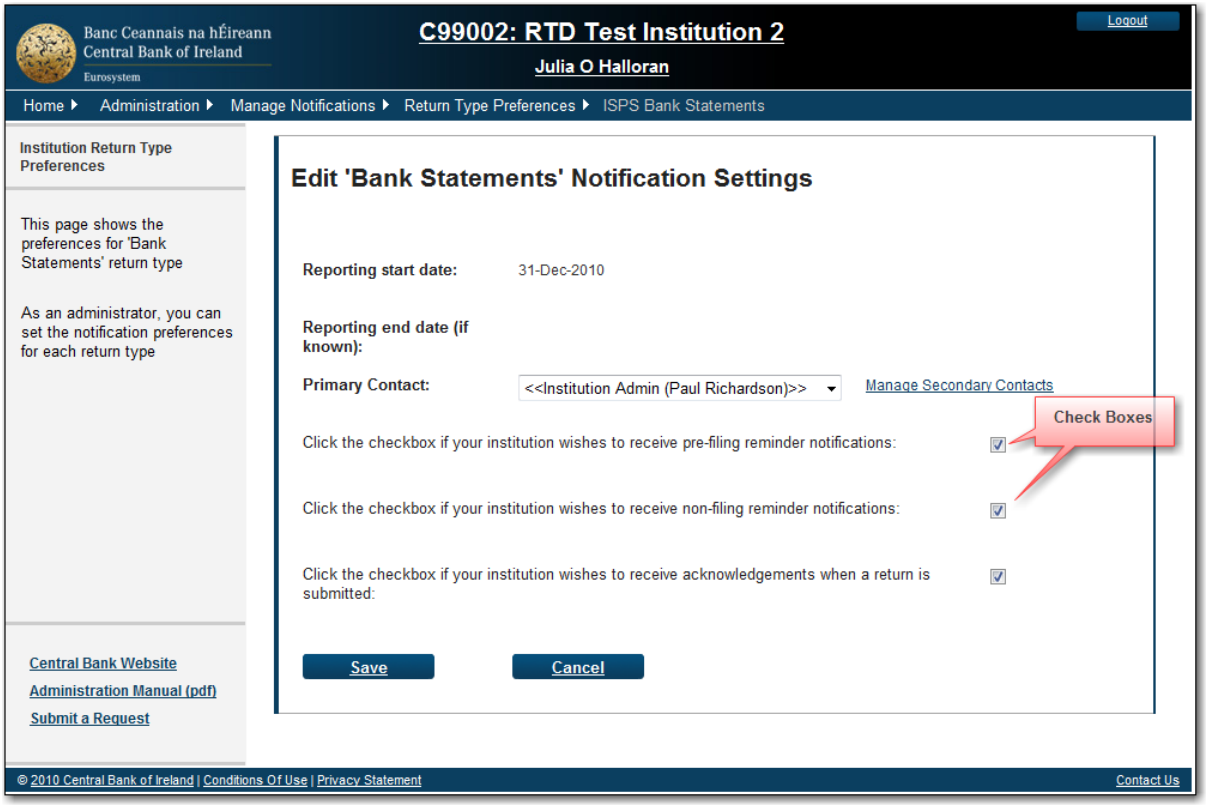
- As can be seen in Figure 6.7 below, the user can manage notifications for each specific return. Checking and unchecking the box(es) according to return specific preferences. The return type ‘Bank Statement’ has been chosen to demonstrate

that the user can check to receive Pre and Post filing reminders and acknowledgments.

Fig 6.7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Administration
Manage Notifications
Return Type Preferences
ISPS Bank Statements
Institution Return Type Preferences
This page shows the preferences for 'Bank Statements' return type
As an administrator, you can set the notification preferences for each return type
Central Bank Website
Administration Manual (pdf)
Submit a Request
Edit 'Bank Statements' Notification Settings
Reporting start date:
31-Dec-2010
Reporting end date (if known):
Primary Contact:
<<Institution Admin (Paul Richardson)>>
Manage Secondary Contacts
Check Boxes
Click the checkbox if your institution wishes to receive pre-filing reminder notifications:
Click the checkbox if your institution wishes to receive non-filing reminder notifications:
Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted:
Save
Cancel
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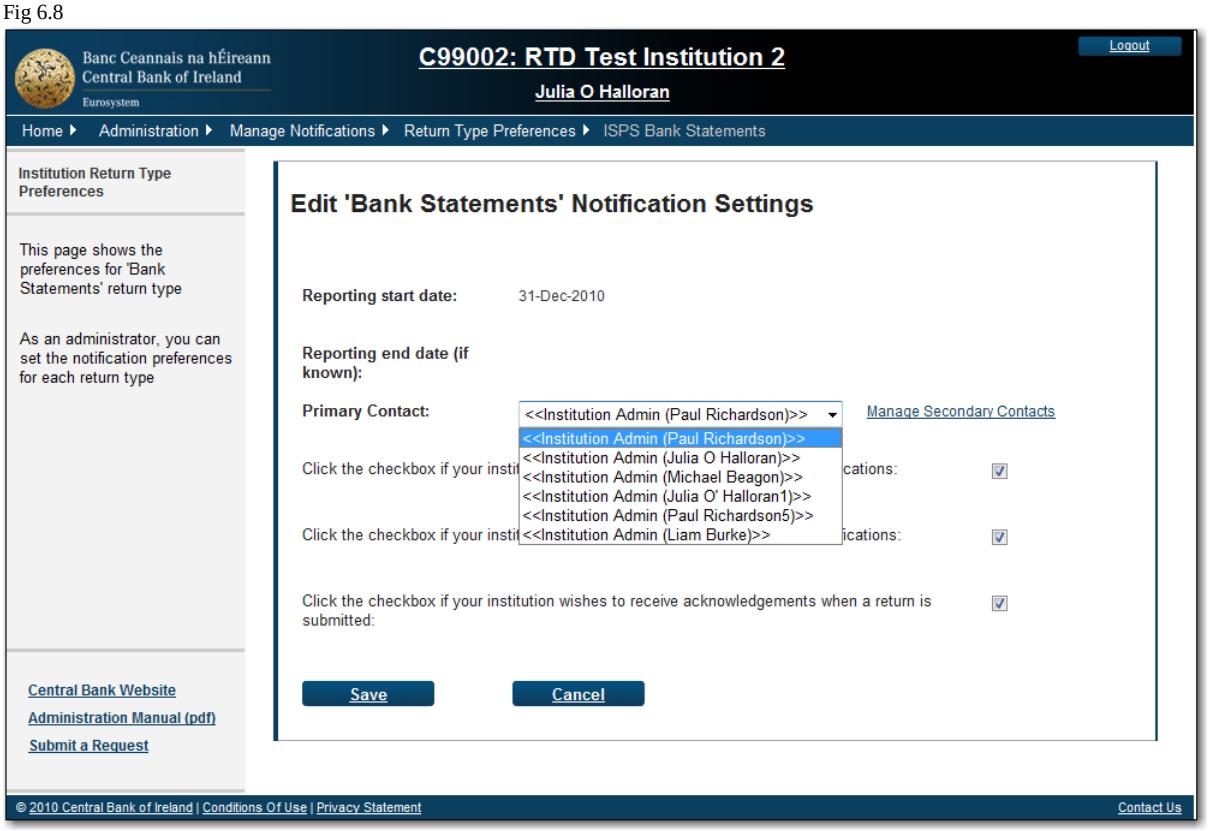
- Once satisfied with settings, select **Save** and these actions will be applied to the return type.

6.4 Institution Reminders/Acknowledgements: Primary / Secondary Contacts

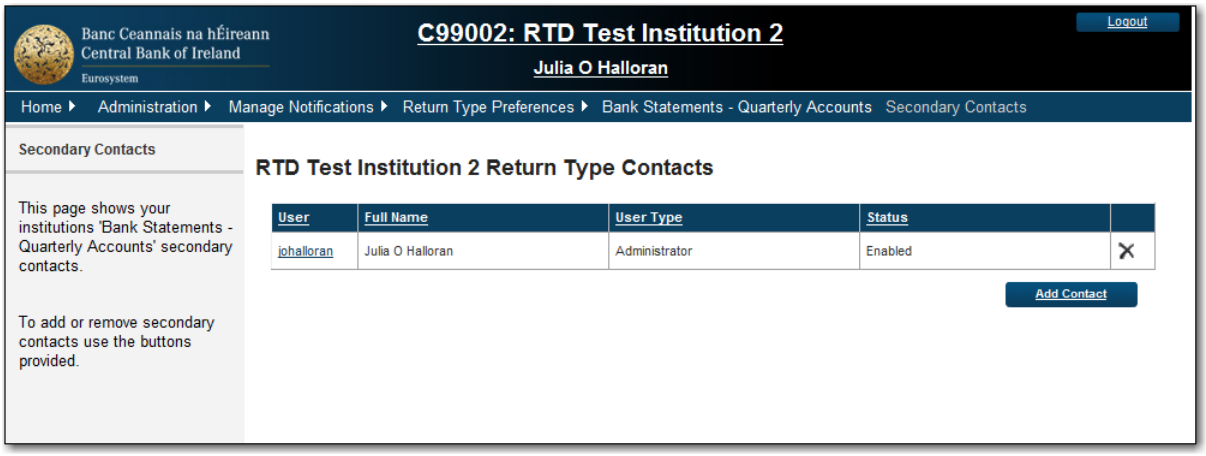
- A **Firm Administrator** may appoint different ONR users as a Primary Contact or Secondary Contact of a specific return.
- To begin, click the **Administration** button on the homepage as seen in Fig 6.1 above. Following that, click **Manage Notifications** as per Fig 6.2. Then click **Return Type Notification Preferences** as seen in Fig 6.3 above and 6.5 above.
- Fig 6.6 shows the types of data reported by your Insitution. Select the blue icon **Edit Return Type Preferences** alongside the requisite return type.
- A Primary contact must be a Business Administrator for that return type. See Figure 6.8 below.

Fig 6.8



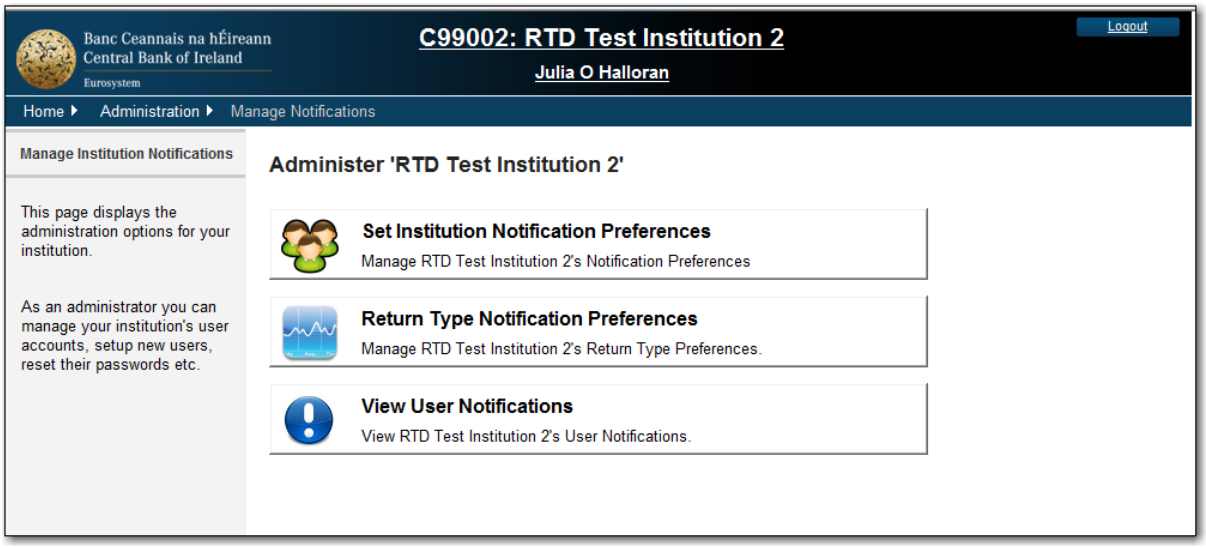
- A Secondary contact must be a User/Business Administrator with access to that return type.
- As per figure 6.8 above, select **Manage Secondary Contacts**.

Fig 6.9



- Having selected **Manage Secondary Contacts**, Figure 6.9 shows the list of secondary contacts assigned to that return type. Select the **Add Contact** button to add another secondary contact where necessary.

Fig 6.10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Manage RTD Test Institution 2's Notification Preferences
Return Type Notification Preferences
Manage RTD Test Institution 2's Return Type Preferences.
View User Notifications
View RTD Test Institution 2's User Notifications.

- To view User Notifications, go to the Homepage and select **Administration**. Then click **Manage Notifications**. Further select **View User Notifications** as can be seen in Figure 6.10.
- Fig 6.11 shows the notification settings for Users. Select the users name to see whether they are set up as a contact on a specific return as can be seen in figure 6.12.

Fig 6.11

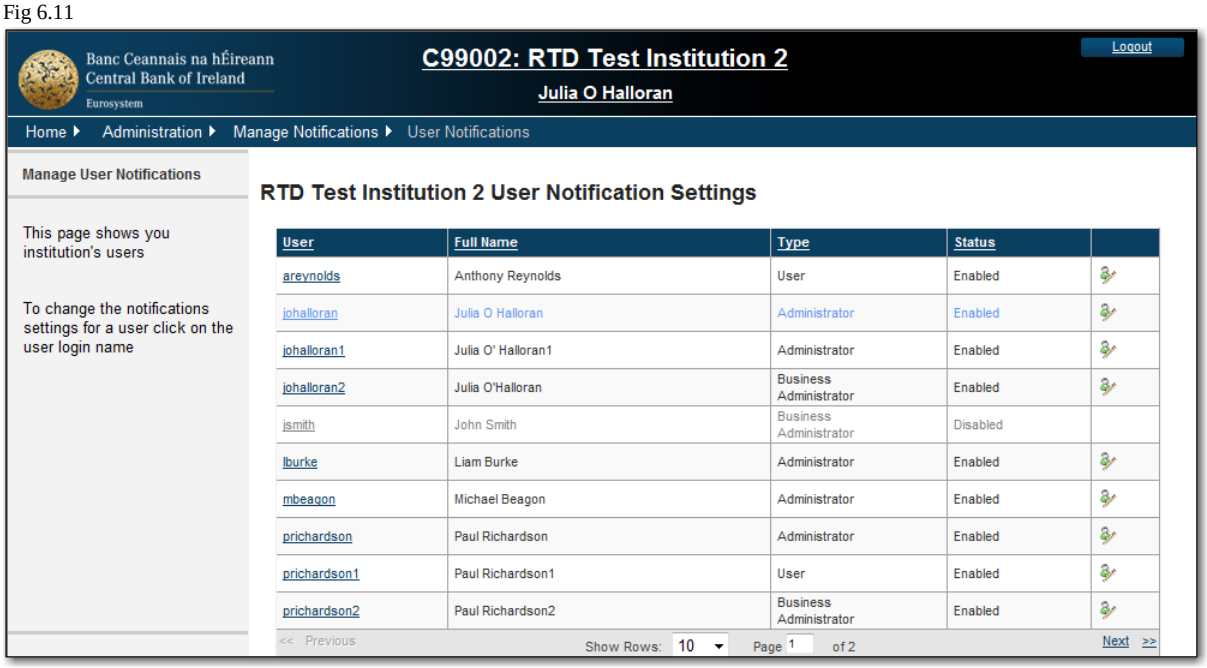
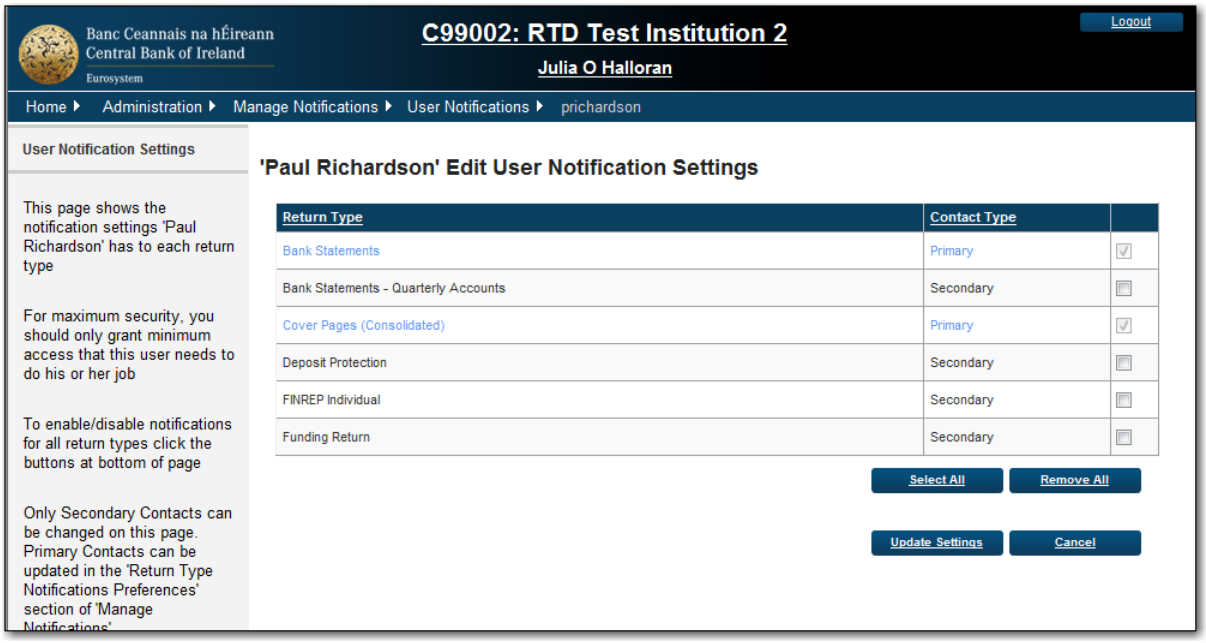


Fig 6.12



- Check and uncheck the boxes and select **Update Settings**.

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